Best Practices for Shared Print Programs

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PARTNERSHIP FOR SHARED BOOK COLLECTIONS

TONY
- We want to thank you so much for joining us today to learn more about the Partnership for Shared Book Collections, but especially about the work we have done towards developing best practices for shared print monograph programs.
- Before we get started we wanted to let you know some of these slides are very text heavy. There are a lot of details for each best practice, so we will not be reading from the slides but rather focusing on key takeaways. The slides will be available following the presentation for attendees to follow-up, and everything we are sharing today can be found on our website, sharedprint.org. You can also request more information about the partnership itself via the website.
- We plan to provide ample time for questions related to the best practices throughout the presentation and have several members from our group on this call to help respond and gather notes for future development, so please feel free to ask questions and comment.
- Finally, this session will be recorded so you can review it at anytime and share as you want.

What is shared print?

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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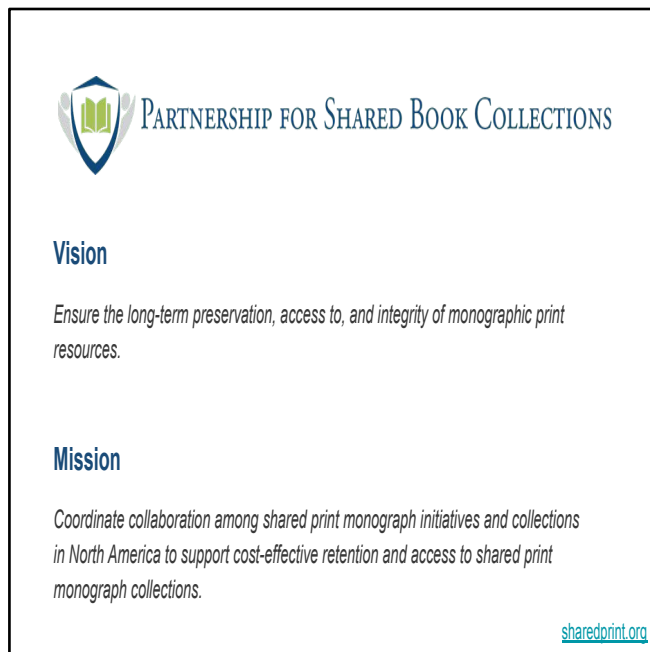### Goals [edit source]

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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Today's shared print programs arose largely in response to the need to collectively and collaboratively retain, develop, and provide access to the scholarly record through the physical collections of libraries. As we all know, no single library can collect the entire scholarly record and shared print (or shared collections) programs are an essential mechanism for creating a collective collection in a way that allows participating libraries to make informed decisions about their local collections.

PARTNERSHIP FOR SHARED BOOK COLLECTIONS

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.

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- At ALA Midwinter in January of 2020 the Partnership for Shared Book Collections was officially launched after more than two years of preparatory work.
- The Partnership is a federation of monograph shared print **programs** (not individual libraries) working together to take shared print to a new level, integrated into what libraries do.
- Our goal is to work together as a partnership to coordinate and collaborate shared print program efforts to make them more effective. To that end, the partnership seeks to reduce the duplication of effort across our programs and to provide an active community with consulting and advisory services, as well as best practices.
- And, we want to be able to tackle large scale projects in the area of research and analysis that are out of reach for individual shared print programs.
- The Partnership certainly represents a public good, a cause that is important to libraries and to our users in higher education and research. But the Partnership is also committed to providing concrete benefits to its member programs.

- In a time of change like we are experiencing now, the partnership is able to work together to help each other in ways we could not individually do.

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.*

Members

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HEATHER

- Before the official launch of the Partnership, there were several working groups developed to help launch some of the work we wanted to achieve.
- One of these groups is the Best Practices working group which is tasked with developing standards to support shared print programs in creating an interoperable network.
- The mission for our working group is located on the screen now.
- Each year, the members of this group work diligently to create new best practices based on input from members and the greater shared print community. We also spend time revisiting existing best practices for updates.

Current Best Practices

Existing	New (focus of presentation today)
Glossary	Good, Better, Best
Collection Scope of Shared Collections	Transfering Commitments
Digital Surrogates	Metadata & Record Sharing
Disclosure of Items in Local Systems	Resource Sharing and Access
Memorandum of Understanding (MOUs)	Inventory
Retention Period and Survivability	Programmatic Review and Assessment
Sharing Metadata & Records	Preservation
Storage Environment	Exiting a Program

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- On the screen now are the current best practices we have developed.
- On one side of the screen you can see the best practices already in existence and that were which we presented on last year.
- Today we will be focusing on our new best practices on the other side of the screen
- Each of these will be described briefly today at a very high level.
- We will then take a minute to announce a few we are currently developing.
- But overall, we want to leave time to hear feedback from you all regarding these and others we could develop so we plan to leave ample time for that

Definition of Good, Better, Best

The Partnership for Shared Book Collections asks each member to strive to meet the level of the Partnership Best Practices to the best of the Member Program's **ability**. While this can vary greatly depending on each member's resources and scope of programs, we suggest that shared print programs strive for at least "better" practices in order to be good stewards of collections and as members of shared print programs, but this can vary again on ability, scope, and maturity of the program.

- **Good** - baseline
- **Better** - standard practices
- **Best** - exceeding expectations

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- When we started the best practices, the goal was to develop ones that could enable all levels of participation in shared print.
- We do this through the use of good, better, best notiations in each best practice.
- Practices identified as "good" are baseline best practices for the majority of shared print programs and partners. In many cases these are practices already agreed to per a shared print program's MOU or are minimum practices for programs. They can be thought of as things that libraries may already be doing as part of shared print stewardship.
- Practices identified as "better" are what the majority of our best practices are framed around. These are practices that may be standard in most shared print programs, but may not be required via an MOU or followed regularly. They can be thought of as practices libraries should do in order to be good stewards of collections and as members of a shared print program.
- Practices identified as "best" are practices that exceed the expectations of the majority of shared print programs and members participation in those programs. These are often things that are possible only when resources at shared print programs or member libraries are available. Still, they should be thought of as practices that ensure the continuance of materials through shared print programs today and into the future.
- We also include aspirational in some cases when practices are identified as being useful to shared print efforts, but may be in development or not yet

- created, or not yet widely used in practice.
- It is important to also note that the Partnership asks each member strive to meet the level of the Best Practices to the best of the Member Program's **ability** and recognizes this can vary greatly depending on the resources and scope of the program.

Best Practice for Transferring Commitments

These practices would be applied in the following scenarios, and presume that all reasonable and/or possible efforts to retain commitments were made:

A. Transfers of commitments or materials within a shared print program.
B. Transfers of commitments or materials between shared print programs or from other libraries.

- Updates to local records, OCLC, and other relevant databases are considered essential
- Confirming presence of or creating digital surrogates is encouraged
- Practices will undergo further development in the near future, and will reference tools to facilitate the process and align with practices for exiting programs

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- Shared print commitments like other collections, even though they have commitment dates, are used and because of this deprecation of commitments may occur (meaning items that can no longer be committed for a wide variety of reasons)
- The best practice for transferring commitments addresses these needs by outlining practices for two circumstances - the need to transfer commitments within a shared print program and the need to transfer between programs or to transfer from other libraries.
- Each of these scenarios has detailed processes to consider, but in general they involve coordinating with other libraries or program for transfer, updating all relevant data, considerations for accepting transfer of materials, and when possible making considerations for digital surrogates.
- Although relatively new, this best practice will have more developments this year to reference tools, how-to documentation, and other practices being developed.

Best Practice for Metadata & Records Sharing

Shared Print programs rely on bibliographic and holdings metadata for decision-making within and across programs, and in collection analysis/management decisions.

- **Better -** Record in ILS and National Systems of Record (OCLC, PAPR for Serials). Libraries encourages to openly share bibliographic and holdings metadata.
- **Best -** Include holdings level data for multipart materials.
- **Aspirational -** In order to fully operationalize collection management decisions and resource sharing in shared print it is optimal that shared print resources be discoverable at the point of need. The community is encouraged to think about ways in which all records which have retention commitments within a program, regardless of physical location, can be drawn into local and other discovery layers.

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- Because shared print programs rely so heavily on bib and holdings metadata a best practice for metadata and records sharing was created.
- The availability of local, program level, and national bibliographic and holdings metadata is necessary to manage the collective collection.
- This best practice suggests that metadata be recorded using MARC21 Format for Holdings Data Records according to shared print metadata guidelines and that it be widely shared.
- As you can see on the screen, this best practices relies on levels of better and best only.
- Better outlines that commitments are registered in your local ILS, in WorldCat or another system of record. Libraries are also strongly encouraged to openly share their bib and holdings metadata.
- Best includes everything suggested in better but also encourages holding data for multi-part titles too. It also includes specifics on how to share holdings level data.
- This best practice also includes a level of aspirational that states shared print resources be discoverable at the point of need.
- Finally, the Partnership Best Practices Working Group continues to work on a best practice for metadata in conjunction with other national partners. Topics under discussion include using a scale for metadata and validation review.

Best Practice for Resource Sharing & Access

Access to materials and resource sharing is a critical part of any shared print program. Access for this best practice includes the ability to obtain and use information resources.

- **Better** - condition enables circulation and items are discoverable
- **Best** - enable access for all users and public domain items ditized and openly accessible
- **Aspirational** - expanded access and development to improve discovery and resource sharing systems

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- In the past, we have shared a best practice for resource sharing, but this year we are sharing a new enhanced version that includes more general access.
- Shared print programs are focused on access to materials and resource sharing.
- With that in mind in this best practice, the term Access includes the ability to obtain and use information resources.
- In addition, since resource sharing is an established practice internationally, the best practice focuses more on encouraging programs to consider access beyond just their program, but to follow documented resource sharing best practices already in existence globally.
- Meaning, this means that this best practice is based on ILL standards already in existence and used across the globe
- Again, this best practices relies on levels of better and best only.
- Better highlights that materials should be in a condition that enables circulation, they should be discoverable for use across shared print programs and north america, and that when an item is lent the retention library may set local restrictions as needed
- Best builds on everything mentioned in better, but also encourages access for users across the globe, consideration of reciprocal lending, and making digital surrogates of public domain items openly accessible.
- This best practice also includes a level of aspirational that suggests further access by suggesting programs facilitating access to digital surrogates readily

- available through the first sale doctrine and invest in the development and implementation of discovery systems and/or resource sharing systems that support discovery and resource sharing for the collective collections.

Best Practice for Inventory of Shared Print Programs

The best practice for inventory is geared toward facilitating long term assurances that shared print materials will be accessible and usable. Depending on your shared print agreement, different levels of inventory may be required.

Physical Item Validation - Using the identifier designated by the shared print program (in most cases this is the OCLC record) related to a specific title being inventoried, inventory assumes the discovery of a physical item using the call number and/or barcode assigned to the specific title.

Validation and Bibliographic Data Reconciliation - conduct validation and bibliographic/metadata reconciliation for the item in your local catalog.

Administration and Program Management - considers administrative and program management levels of inventory

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- Understanding what is committed to a shared print program is critical to ensure the ongoing availability of collections.
- For shared print, it is as important to have a record accurately describing the item as it is to verify its physical presence and the best practice for inventory is focused on this.
- Inventory for shared print programs starts with the ability to locate the item on the shelf, and entails a complete list or count of materials in the collection which can then expand to allow for further verification.
- This best practice is divided not only into good, better, and best categories, but also specifics related to inventory practices, including physical item verification, validation, bib and metadata reconciliation, administration and program management, and reporting.
- The section on Physical Item Validation assumes that as a shared print committed title is relocated to storage or being assessed as part of a project the discovery of the physical item using the call number and or barcode is possible. Following this the good level of this best practice would imply that the title/author may match, better also checks bibliographic utilities. For the sake of time, I cannot get into the levels under each of these inventory processes, but encourage you review the best practice following this presentation.
- Following the physical location of the item on the shelf, the next part of inventory best practice is to conduct validation and bibliographic/metadata

- reconciliation for the item in your local catalog. Following this good would imply the bibliographic descriptive record is accurate and that retention commitments are recorded in the 583 field, better also checks that holdings and circulation statuses of these items are accurate. Best includes digital surrogates of the items.
- As part of a shared print program certain administration and program management levels of inventory also need to be ensured. Following this good ensures that that the inventory data related to the committed item should be owned or retained by the owning library in order to be shared or transferred when new systems are purchased. Better enables ongoing inventory checks and reporting.
- One thing that is important to note is that this best practice also includes examples of inventory that has been done and articles to use as resources.

Best Practice in Shared Print Program Assessment

As shared print programs become widespread and achieve some degree of longevity, it becomes important to create review mechanisms that ensure programs continue to provide value to their membership and are working towards their agreed-upon vision. The Best Practice in Shared Print Program Assessment Group created a narrative, with tables and existing examples, proposing what the criteria would be Good, Better, Best, and Aspirational practice.

Best Practice would involve the following:

Annual Meeting or Conference
Focus Group Feedback and Member Surveys
An Annual Action Plan (to close the feedback loop)
Governance Documents that Include a Formal Decision-Making Process
Webinar Member Meetings
Program Alignment with Vision/Mission
Ongoing Communication with Members (value of participation and retention data)
Engagement with National/International Programs

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When considering best practice for shared print program assessment, we looked at how 20 different shared print programs were assessing their effectiveness and their ability to reach their goals. As the slide indicates, we identified various methods of getting member library feedback, since assessment involves determining whether a shared print program meets its member library needs. We also argue for a clear governance structure that is grounded in member library feedback. Part of that governance should be an annual action plan. Such a plan allows a governing body to set and adjust goals; the ability to reach these goals can then be assessed via annual meetings, focus groups, other member feedback, and statistical analysis.

Best Practice for Preservation in Shared Print Programs

The Best Practice for Preservation group identified the following areas as essential:
   Staffing
   Preservation Environment
   Condition of Book
   Security/Circulation
   Risk Mitigation
   MOUs

It then created a narrative, with tables, proposing what the criteria would be in each of these areas for Good, Better, Best, and Aspirational practice. The group's rationale was that future access to the materials of shared print collections depends on their preservation over time. We posit that successful preservation of printed books comes from active management at the time of selection, during the entire course of storage and use, and as a book's physical usefulness approaches its end.

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> The preservation group concentrated on what a shared print program could do to encourage its member libraries to follow best practices for preservation. To do so, it first identified how individual libraries would meet best practice criteria, and then asked itself, what role would the program have in helping libraries meet these criteria. The preservation group based much of its criteria on the Partnership's Best Practices for Storage Environment document, using it as a jumping off point on which to build.

Best Practice for Exiting a Shared Print Program

This best practice pertains to circumstances when a library finds it necessary to exit a shared print program. Shared print programs are encouraged to discuss the necessity for remaining in a program and retaining commitments, but at times libraries may still need to make the difficult decision to exit a program.

Two sections:
- **Shared Print Program's Best Practices**
- **Member Libraries of Shared Print Program's Best Practices**

Breakdown under each section includes MOU, Transferring Commitments, Data, Budget, and Communication

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- Recognizing there are times when a library finds it necessary to exit a shared print program either before the expiration of current retention commitments or during their agreement, we have developed the best practice for exiting a shared print program.
- Since needs and considerations for exiting a program vary based on whether it is the shared print program managing the member exiting or a member member institution needing to exit a program, this best practices is divided into two unique sections for each case.
- This best practice is quite detailed, so again I would suggest reviewing it following this webinar for more detail, but in general the following things are of note:
  - Whether the section is for a specific program or a member library, each section again has levels of good, better, and best.
  - Within these, there are considerations around exiting a program for the categories of MOU considerations, Transferring Commitments, data considerations, budgeting, and communication

PARTNERSHIP FOR SHARED BOOK COLLECTIONS

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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TONY

- With that, Heather and I would love to hear your comments, questions, or additions you may have related to what we have shared.
- We have several members of our working group on this call to gather the feedback in the chats, while Heather and I work on responding to questions.