

# **DISCLOSURE POLICY**

## **Alliance Shared Print Trust**

Member libraries of the Colorado Alliance of Research Libraries are dedicated to sharing resources when appropriate to achieve economies of space, expand the range of available materials, and provide discovery and fast access to content in the region. In order to provide this wide range of materials, withdrawal decisions are made carefully and collaboratively to preserve unique items in the region. To more effectively fulfill this goal, libraries need to record their retention decisions in the cataloging record for both the local integrated library system as well as in Prospector and in other systems. This document establishes the policy, instructions and metadata standards for disclosing Alliance Shared Print Trust materials to other Alliance members and to the broader library community.

This policy is referenced within the broader Alliance Shared Print Trust Memorandum of Understanding that provides a framework for the long-term retention of library materials in the region.

The goals of this Alliance Disclosure Policy include the discovery and display of Alliance materials for use by library users and staff; resource sharing among Alliance members; and collection analysis to support collaborative collection management among the members.

### **Recording of Retention Decisions at the Macro Level**

Alliance Shared Print Trust participants agree to record their retention decisions in local cataloging records which will then be shared with the broader community.

1. *Required:* Record information about retention commitments in the MARC record (583 tag) in the library's local catalog.
2. *Required:* Share the decision in the Prospector union catalog. If commitments are properly recorded in the 583 tag, these shall be automatically reflected in the regional Prospector union catalog.
3. *Optional:* Record information in OCLC WorldCat for archived titles for global discovery and resource sharing. A library may define separate OCLC Institution Symbols to identify print archived titles. This is not required, but may be useful for quick identification of archived commitments.
4. *Optional:* Provide records of Alliance Shared Print Trust commitments to the Center for Research Libraries (CRL) Print Archives Preservation Registry (PAPR) on a periodic basis, as deemed appropriate. This may be done by either the local library or the Alliance depending on workflows and PAPR guidelines.

The specific workflow and procedures used to support local, regional and national disclosure will vary among libraries due to different systems, internal policies and staffing. More detailed procedures are not defined here, and may need to be developed for specific projects that will take place within this broader framework.

## Standards for use of the MARC 583 Field in the Alliance Shared Print Trust

Alliance Shared Print Trust members agree to follow regional and national standards. These guidelines are intended for both monographs and serials.

Participating institutions agree to maintain, when possible, Local Holdings Records (LHRs) which can be shared with OCLC and other national disclosure venues. Although the creation of LHRs are not mandated by this agreement, they are recommended whenever possible. See <https://oclc.org/holdingsformat/en/Introduction.html>.

### 583 Action Notes Overview

A base 583 “retention” action note (the base level) is required in each library’s local catalog to identify the retention commitment and retention period. The default assumption is that the library is committing 100% of their owned monograph or serial content as reflected in each record.

If the library is not retaining their complete set of holdings for a title (usually for serials), a second 583 “completeness” action note based upon a review of holdings must be added, if possible, to document the exceptions – e.g. missing units, binding anomalies, reprints, etc.

If the resource has been reviewed for condition, a third action note is included (“condition reviewed”) and shall include the outcome of the review.

### Base level 583 note

The Base level 583 action note – for a title (no indication of holdings or condition):

The first indicator should be set to 1 (meaning not private).

\$a (action) = “committed to retain”.

\$c (time and date of action) = “YYYYMMDD”.

\$d (Action interval, i.e. date when commitment expires) = “YYYYMMDD”.

\$5 Institution making the retention commitment.

\$f (Authorization, i.e. name of archiving program) = “Alliance Shared Trust”.

\$u (Uniform Resource Identifier, i.e. link to program documentation for the print archiving program identified in \$f) = <http://www.coalliance.org/sharedprint>.

\$z (public note, used to identify completeness problems, i.e. gaps).

### Example:

583 1# \$a committed to retain \$c 20151115 \$d 20400701 \$5 University of Denver \$f Alliance Shared Trust \$u <http://www.coalliance.org/sharedprint>.

## 583 Completeness Note

This optional note is used for serials or monographic sets which have been reviewed for completeness. Here, holdings are indicated, but not condition. In addition to the base level 583 action note (using the above subfields), a completeness 583 is required, using the following subfields:

The first indicator should be set to 1 (meaning not private).

\$3 (materials specified, holdings to which action applies. Should be the same as described in LHR 85x/86x or 866).

\$a (action) = “completeness reviewed”.

\$c (time and date of action) = “YYYYMMDD”.

\$5 Institution making the retention commitment.

\$f (Authorization, i.e. name of archiving program) = “Alliance Shared Trust”.

\$i (Method of action, i.e. validation level – volume-level, issue-level, page-level).

\$l (Status) = language to describe units – changes in binding, missing issues or reprints, etc.).

\$z (public note, used to identify completeness problems, i.e. gaps).

### Example:

583 1# \$3 v.1-v.32 (1949-1981), v.34-v44 (1983-1993) \$a completeness reviewed \$c 20151115  
\$5 University of Denver \$f Alliance Shared Trust \$i volume-level validation \$l water damaged  
\$z v.33 water damaged.

### Holdings contributed to multiple archiving programs

Members of the Alliance Shared Print Trust may be participating in multiple programs at the regional and national level. If archived content is contributed to multiple shared print aggregations and is subject to different retention and/or access policies, separate 583 statements shall be supplied for each program. If content is contributed to multiple programs that share common preservation and access policies, a single 583 may be used. In such cases, multiple \$f shall be supplied to identify each of the relevant programs. Examples may be found at the OCLC Detailed Metadata Guidelines at (<http://www.oclc.org/services/projects/shared-print-management/metadata-guidelines.en.html>).

For more information on the guidelines for use of the 583 action notes – please see the OCLC Detailed Metadata Guidelines (<http://www.oclc.org/services/projects/shared-print-management/metadata-guidelines.en.html>) for Shared Print Management.