# GWLA Journal Distributed Print Repository

# Memorandum of Understanding

Approved by a vote of the GWLA membership on March 27, 2012

This Memorandum of Understanding (MOU) is entered into by member libraries of the Greater Western Library Alliance (GWLA), Appendix A, in order to develop a process for sharing the costs and effort regarding the long-term retention of print journals through a collective approach to providing a distributed print archive for identified journals. The policies contained in this document have been reviewed and approved by participating GWLA libraries. The following agreement provides assurance that the journals designated under this agreement will be retained and available for research and educational purposes as long as the need reasonably exists, thereby allowing participating GWLA libraries to consider withdrawing duplicates of said items from their campus collections, and to rely with confidence on access to the retained copies. Any GWLA library may at its discretion retain duplicates of journals retained under this agreement by other members of GWLA. No library will be required to discard any materials.

1. Storage Obligations of Member Institutions

1.1 Obligations. Member Institutions agree to maintain and store the Journals identified in Appendix B, for a Term of ten (10) years with the understanding that this Agreement will be reviewed every five years to determine the continuing needs for the maintenance and storage of identified Journals in accordance with the terms and provisions of this Agreement. The review would be initiated by the then current chair of the GWLA Collection Development Committee. The Term commences from May 1, 2012. The Deans / Directors, or their designated signatory, of the participating Member Institutions are responsible for signing the Agreement which formalizes acceptance.

1.2. Original Form. Member Institutions shall maintain all of the Journals in their original form whenever possible. If necessary because of damage to or loss of the original of any of the Journals, a hard copy facsimile may be used to fill in gaps.

1.3. Repairs and Restorations. Member Institution shall perform such repairs and/or restorations to the retained Journals as are possible and necessary to maintain the integrity of the original artifacts.

1.4. Damage or Loss. Member Institution shall notify the GWLA Program Officer promptly upon its becoming aware of any irreparable damage, deterioration or loss to any of the Journals.

1.5. Replacement Copies. Member Institutions shall use reasonable efforts to obtain, either independently or in cooperation with GWLA Member Institutions, replacement copies of any of the Journals as necessary in the case of damage or loss. Original artifactual copies are always preferred, but facsimiles are acceptable when necessary.

2. Ownership and Maintenance of Retained Journals

2.1. Ownership. The ownership of the Journals designated for retention under this Agreement shall remain the property of the library that originally purchased the Journals. The library that agrees to retain a set of Journals will verify the degree of completeness of the set to the volume level.

2.2. Condition. Upon agreeing to retain a set of Journals, the retaining library will visually inspect each volume to ensure its serviceable condition. Serviceable condition will be defined as physically usable. Materials infested by mold or otherwise in a state of obvious deterioration should not be accepted for retention.

2.3. Inability to Retain. Should a Member Institution be unwilling or unable to retain a set of Journals that were designated as part of this Agreement, that library must provide 12 months written notice to the GWLA Program Officer and offer to transfer ownership, within limits of local property laws, of said Journals to another GWLA library for retention under this Agreement. This requirement to transfer retained Journal(s) may be waived if the GWLA Collection Development Committee determines that retention of the Journal(s) is no longer required.

3. Operational Costs

All costs and workload for staffing and maintaining the facilities for the retained Journals will be borne by the library that undertakes retention under this Agreement.

4. Disclosure

4.1. Registry Record. Member Institutions shall take all steps reasonably necessary to cause all of the Journals, and information about their accessibility and the retention decision to be available to all potential users. Maintaining accurate holdings in OCLC, including the use of appropriate retention disclosure in OCLC records and CRL’s PAPR database, for the retained Journals should be sufficient to provide information concerning availability to all potential users.

4.2. Retention Records. Participating libraries shall note the retention status of designated items within their local catalogs and/or other collection management systems, as deemed appropriate by GWLA.

4.3. GWLA shall maintain a free and publicly accessible list describing the Journals retained under this Agreement.

5. Access and Use

The retained Journals will be made available for use according to Member Institution’s applicable policies. The Journals will require no special circulation rules. Interlibrary loan requests will be filled in accordance with the applicable policies of the retaining Member Institution.

6. Duration of Agreement, Discontinuance of Participation

Term. This Agreement shall be for a term of ten (10) years, the "Initial Term", commencing on the final date of acceptance, subject to earlier termination as provided in this Agreement. The Agreement will be reviewed after five (5) years to determine the continuing needs for the maintenance and storage of identified Journals in accordance with the terms and provisions of this Agreement. Following the Initial Term, this Agreement shall renew for additional five (5) year periods, "Renewal Terms", upon written notice by Member Institutions to GWLA at least six (6) months prior to the conclusion of the then-current Term. For the purposes of this Agreement, "Term" shall be deemed to include the Initial Term and any Renewal Term(s)

7. Amendment

This Agreement may be amended in whole or in part at any time by mutual agreement of the all participating GWLA Member Institutions.

8. Termination

8.1. Termination. A participating Member Institution may opt to discontinue their participation in this Agreement or discontinue Membership in GWLA at any time without penalty, but must provide written notice to participating GWLA Member Institutions a minimum of 12 months prior to withdrawing from the Agreement.

8.2. Effect of Termination. Member Institutions have entered into this Agreement in good faith and rely upon each other to fulfill the terms of the Agreement. However, if a Member Institution can no longer retain the Journals and withdraws from the Agreement ***or*** withdraws from GWLA, the Collection Development Committee may determine that retention of the Journal(s) is no longer required and the institution’s obligation to maintain or transfer the Journal(s) may be waived. If the Collection Development Committee agrees that the Journal(s) should be retained, the withdrawing Institution may:

1. Offer the Journals to another GWLA Member Institution or to another acceptable print repository as designated by GWLA. Upon transfer to another Member Institution, transferred Journals shall become property of the Member Institution receiving the Journals. Costs for this transfer will be borne by the Member Institution withdrawing from the Agreement.

OR

1. Continue fulfilling Sections 1-6 of this Agreement at their discretion.

9. Notification

All notifications must be in writing and may be delivered personally or by fax, e-mail, pre-paid first class post or certified mail and in the case of post will be deemed to have been given two working days after the date of posting.

**AS WITNESS** the hands of the parties the day and year below first written

**For the Greater Western Library Alliance**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**For the member: Arizona State University**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**For the member: Baylor University**

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**For the member: Brigham Young University**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**For the member: Colorado State University**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**For the member: Iowa State University**

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**For the member: Kansas State University**

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**For the member: Oklahoma State University**

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**For the member: Oregon State University**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**For the member: Rice University**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**For the member: Southern Illinois University**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**For the member: Texas Tech University**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**For the member: University of Arizona**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**For the member: University of Arkansas, Fayetteville**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**For the member: University of Colorado, Boulder**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**For the member:** **University of Houston**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**For the member:** **University of Missouri - Columbia**

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**For the member:** **University of Nevada Las Vegas**

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**For the member:** **University of New Mexico**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**For the member: University of Oklahoma**

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**For the member: University of Utah**

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**For the member:** **University of Washington**

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**For the member: Utah State University**

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**For the member:** **Washington State University**

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**For the member:** **Washington University in St. Louis**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## MOU Appendix A: GWLA Member Institutions Participating in the

## Annual Reviews Distributed Print Repository

Arizona State University

Baylor University

Brigham Young University

Colorado State University

Iowa State University

Kansas State University

Oklahoma State University

Oregon State University

Rice University

Southern Illinois University

Texas Tech University

University of Arizona

University of Arkansas, Fayetteville

University of Colorado, Boulder

University of Houston

University of Missouri - Columbia

University of Nevada Las Vegas

University of New Mexico

University of Oklahoma

University of Utah

University of Washington

Utah State University

Washington State University

Washington University in St. Louis

## MOU Appendix B: Annual Reviews Journals Retained by Institution

Journals to be retained for the Greater Western Library Alliance Distributed Print Repository Project and the Member Institutions that will retain said Journals.

|  |  |
| --- | --- |
|  | Holdings to Archive |
| **Arizona State University** |  |
| Annual Review of Energy and the Environment | 1991-2001 |
| Annual Review of Materials Research | 1971-2000 |
| Annual Review of Microbiology | 1947-2003 |
| Annual Review of Plant Physiology and Plant Molecular Biology | 1988-2001 |
|  |  |
| **Baylor University**  |  |
| Annual Review of Ecology and Systematics | 1970-2002 |
| Annual Review of Microbiology | 1947-2003 |
|  |  |
| **Brigham Young University** |  |
| Annual Review of Biochemistry | 1932-2007 |
| Annual Review of Genomics and Human Genetics | 2000-2007 |
| Annual Review of Law and Social Science | 2005-2007 |
| Annual Review of Pathology: Mechanisms of Disease | 2006-2008 |
| Annual Review of Psychology | 1950-2007 |
|  |  |
| **Colorado State University** |  |
| Annual Review of Biochemistry | 1932-2002, 2004 |
| Annual Review of Energy | 1976, 1978-1987 |
|  |  |
| **Iowa State University** |  |
| Annual Review of Materials Science | 1971-2000 |
| Annual Review of Physical Chemistry | 1950-2002 |
|  |  |
| **Oklahoma State University** |  |
| Annual Review of Biophysics and Biophysical Chemistry | 1972-1984 |
| Annual Review of Computer Science | 1986-1990 |
| Annual Review of Ecology and Systematics | 1970-2002 |
| Annual Review of Psychology | 1950-2003 |
|  |  |
| **Oregon State University** |  |
| Annual Review of Astronomy and Astrophysics | 1963-2007 |
| Annual Review of Biophysics and Biomolecular Structure | 1992-2007 |
| Annual Review of Fluid Mechanics | 1969-2007 |
| Annual Review of Immunology | 1983-2007 |
| Annual Review of Nuclear and Particle Science | 1978-2007 |
|  |  |
| **Rice University** |  |
| Annual Review of Plant Physiology | 1950-87 |
|  |  |
| **Southern Illinois University** |  |
| Annual Review of Cell Biology | 1985-1994 |
| Annual Review of Energy | 1976-1990 |
| Annual Review of Medicine | 1950-2002 |
| Annual Review of Public Health | 1980-2002 |
|  |  |
| **Texas Tech University** |  |
| Annual Review of Biophysics and Biomolecular Structure | 1992-2007 |
| Annual Review of Cell and Developmental Biology | 1995-2008 |
| Annual Review of Entomology | 1956-2006, 2008 |
| Annual Review of Genetics | 1967-2008 |
| *Annual Review of Materials Research* | *2001-2009* |
| Annual Review of Neuroscience | 1978-2008 |
| Annual Review of Political Science | 1998-2008 |
|  |  |
| **University of Arizona** |  |
| Annual Review of Materials Science | 1971-2000 |
| Annual Review of Medicine | 1950-2004 |
| Annual Review of Nuclear Science | 1952-1977 |
| Annual Review of Pharmacology | 1962-1975 |
| Annual Review of Pharmacology and Toxicology | 1976-2002 |
| Annual Review of Plant Physiology | 1950-1987 |
|  |  |
| **University of Arkansas, Fayetteville** |  |
| Annual Review of Nuclear and Particle Science | 1974-2004 |
| Annual Review of Physiology | 1939-2004 |
|  |  |
| **University of Colorado, Boulder** |  |
| Annual Review of Computer Science | 1986-1990 |
| Annual Review of Physical Chemistry | 1950-2003 |
| Annual Review of Physiology | 1939-2003 |
|  |  |
| **University of Houston** |  |
| Annual Review of Earth and Planetary Sciences | 1973-2010 |
| Annual Review of Ecology, Evolution, and Systematics | 2003-2009 |
| Annual Review of Entomology | 1956-2010 |
| Annual Review of Environment and Resources | 2003-2009 |
| Annual Review of Nutrition | 1981-2010 |
| *Annual Review of Plant Biology* | *2001-2010* |
|  |  |
| **University of Missouri - Columbia** |  |
| Annual Review of Biophysics and Bioengineering | 1972-1984, 1992-2002 |
| Annual Review of Pharmacology | 1961-1975 |
|  |  |
| **University of Nevada Las Vegas** |  |
| Annual Review of Fluid Mechanics | 1969-2000 |
|  |  |
| **University of New Mexico** |  |
| Annual Review of Biophysics and Biophysical Chemistry | 1985-1991 |
| Annual Review of Energy and the Environment | 1991-2003 |
| Annual Review of Plant Physiology and Plant Molecular Biology | 1988-2001 |
|  |  |
| **University of Oklahoma** |  |
| Annual Review of Nuclear Science | 1951-1977 |
|  |  |
| **University of Oregon** |  |
| Annual Review of Sociology | 1975-2000 |
|  |  |
| **University of Utah** |  |
| Annual Review of Biophysics | 1979-2002 |
| Annual Review of Cell and Developmental Biology | 1985-2002 |
| Annual Review of Public Health | 1980-2002, 2004 |
|  |  |
| **University of Washington** |  |
| Annual Review of Astronomy and Astrophysics | 1962-2008 |
| Annual Review of Biomedical Engineering | 2000-2009 |
| Annual Review of Biophysics and Bioengineering | 1972-1991 |
| Annual Review of Clinical Psychology | 2005-2008 |
| Annual Review of Genetics | 1967-2008 |
| Annual Review of Genomics and Human Genetics | 2000-2008 |
| Annual Review of Neuroscience | 1978-2008 |
| Annual Review of Political Science | 1998-2008 |
| Annual Review of Sociology | 2001-2010 |
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| **Utah State University** |  |
| Annual Review of Anthropology | 1972-2008 |
| Annual Review of Law and Social Science | 2004-2008 |
| Annual Review of Nutrition | 1981-2008 |
| Annual Review of Pharmacology and Toxicology | 1976-2008 |
| Annual Review of Sociology | 1975-2008 |
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| **Washington State University** |  |
| Annual Review of Phytopathology | 1939-2002 |
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| **Washington University in St. Louis** |  |
| Annual Review of Analytical Chemistry | 2008-2011 |
| Annual Review of Biomedical Engineering | 1999-2011 |
| Annual Review of Biophysics | 2008-2011 |
| Annual Review of Cell Biology | 1985-1994 |
| Annual Review of Clinical Psychology | 2005-2011 |
| Annual Review of Earth and Planetary Sciences | 1973-2011 |
| Annual Review of Environment and Resources | 2004-2011 |
| Annual Review of Immunology | 1983-84, 1986, 1988-2011 |
| Annual Review of Pathology: Mechanisms of Disease | 2006-2011 |
| Annual Review of Phytopathology | 1963-2011 |