# Alliance Serial Distributed Print Policy

# Alliance Shared Print Trust

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The Alliance Serial Distributed Print Policy is entered into by member libraries of the Colorado Alliance of Research Libraries (the Alliance) who are signatories of the Memorandum of Understanding for the Alliance Shared Print Trust. This program is developed as part of a process for sharing the costs and effort regarding the long-term retention of print journals and serials through a collective approach to providing a distributed print archive for identified titles. The policies contained in this document have been reviewed and approved by libraries participating in the Alliance Shared Print Trust. 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, as designed in the general framework of the MOU for the Alliance Shared Print Trust thus allowing participating Alliance libraries to consider withdrawing duplicates of said items from their local collections, and to rely with confidence on access to the retained copies. Any Alliance library may at its discretion retain duplicates of journals retained under this agreement by other members of the Alliance. 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 by each institution for a term of twenty five (25) 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 the Alliance Shared Print Trust. The review would be initiated by the then current chair of the Alliance Shared Collection Development Committee or the Executive Director of the Alliance. The term commences from the time designated in the MOU for the Alliance Shared Print Trust.

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. Microform runs of serials are acceptable if that is the only format available for a journal back file. However, it is strongly recommended that if a print run of a journal is available that that should be the preserved copy designated for the Alliance Shared Print Trust.

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 note substantial changes in condition in the affected journals after becoming aware of any irreparable damage, deterioration or loss to any of the journals. These substantial changes in condition will be reported in the appropriate MARC fields according to the Disclosure Policy and will be reported to the broader community as necessary (e.g. WEST, OCLC or CRL’s Print Archives Preservation Registry (PAPR))

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

1.6. Retention Facilities. Items that are to be retained under this agreement are stored in distributed facilities that may include shared remote storage facilities (e.g. PASCAL), off-campus single-institution storage sites or within the open (or closed) stacks of on-campus libraries.

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. However, if a journal run is transferred to another library the ownership will transfer to the new holding library. Journal runs may be split among several libraries under this agreement as long as both agree to disclose which portions of the journal run are being maintained and preserved at that site. The library that agrees to retain a set of journals will verify the degree of completeness of the set to the volume level. If a group of libraries decide to do a special project where a more in-depth completeness review is needed, the program will use definitions designated by the WEST program. If a member of the Alliance Shared Print Trust belongs to more than one shared print preservation program and decides to send journal back files to a library outside of the region, it is strongly recommended that these journal runs be sent to a WEST builder library where continued access to the Alliance Shared Print Trust is available.

2.2. Condition. Upon agreeing to retain a set of Journals, the retaining library will visually inspect each volume, to the extent possible, 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 participants of the Alliance Shared Print Trust and offer to transfer ownership, within limits of local property laws, of said journals to another Alliance library for retention under this Agreement. This requirement to transfer retained journal(s) may be waived if the Alliance Shared Collection Development Committee determines that retention of the journal(s) is no longer required. Offers to transfer materials to other Trust participants will follow guidelines specified the general framework of the MOU for the Alliance Shared Print Trust.

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. Retention decisions will be recorded according to the Disclosure Policy of the Alliance Shared Print Trust to ensure their accessibility and long term 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 required in the Disclosure Policy of the Alliance Shared Print Trust. Holdings split among several libraries will be clearly designated at the volume level so users can easily determine what is held where.

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. Trust participants will be given preferred access in the case of concurrent competing requests and if limitations on access are put in place for outside libraries, Trust participants will have full access under this agreement.

6. Duration of Agreement, Discontinuance of Participation

The duration of this agreement is defined by the MOU for the Alliance Shared Print Trust. Discontinuation in this program is defined by the MOU for the Alliance Shared Print Trust.

7. Amendment

This Agreement may be amended in whole or in part at any time by mutual agreement of the majority of participating Alliance Trust participants.

8. Termination

8.1. A participating Member Institution may opt to discontinue their participation in this Agreement according to the guidelines defined in the MOU for the Alliance Shared Print Trust.

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 Alliance Shared Print Trust ***or*** withdraws from the Alliance, the Shared Collection Development Committee may determine if 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 Shared Collection Development Committee agrees that the journal(s) should be retained, the withdrawing Institution may offer the journal run(s) to other Trust participants or the withdrawing library may choose to fulfill their Trust obligations as specified in the Alliance Shared Print Trust

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.

10. Recognition

This policy has borrowed heavily from the work of others including policies developed by the Greater Western Library Alliance (GWLA), Western Regional Storage Trust (WEST) and the Association of Southeastern Research Libraries (ASERL).