



ASSOCIATION OF SOUTHEASTERN RESEARCH  
LIBRARIES

Approved April 2011, Revised March 2014, Revised October 2015

## **ASERL Collaborative Journal Retention Program Agreement for Libraries Participating in Scholars Trust**

### **Introduction**

Scholars Trust is a collaborative organization that brings together consortia that wish to share the effort of the long term retention of and access to print materials held by academic libraries in support of learning and scholarship.

Scholars Trust was founded in 2013 by the Association of Southeastern Research Libraries (ASERL) and the Washington Research Library Consortium (WRLC) to combine the contents of their respective shared print journal collections under a single retention and access agreement. The relationship between the participants is established by a Program Agreement that is approved and signed by each participating consortium.

The following agreement provides assurance that the journals designated under this agreement will be retained and available for research purposes as long as the need reasonably exists, thereby allowing participating ASERL libraries to consider withdrawing duplicates of said items from their campus collections, and to rely with confidence on access to the retained copies.

The policies contained in this document have been reviewed and approved by the ASERL Board of Directors and all participating ASERL libraries.

### **1. Governance**

Scholars Trust is governed through a two-tiered structure to foster the growth of the partnership, create strategic directions, and provide support and management for long-term, efficient and effective operations.

1.1 The **Scholars Trust Governing Council** has responsibility for developing the overall strategy for Scholars Trust and ensures it has resources needed to achieve those goals. The Governing Council is responsible for considering new Scholars Trust partners, identifying long-term support needs of the organization, determining the equitable distribution of costs and staff resources among the participating consortia, and setting policy, priorities, and annual activities/initiatives. The Governing Council meets as necessary, but at least once per year.

1.1.1. Each consortium has one library representative for every 10 libraries represented in Scholars Trust, drawn from the top leadership position in each participating library (dean/director/University Librarian). If a consortium has fewer than 10 libraries, it will have one representative.

1.1.2. The Executive Director of each participating consortium is a non-voting member of the Governing Council.

1.1.3. The chairperson of the Scholars Trust Steering Committee (see below) is a non-voting member of the Governing Council and serves as the liaison between the groups.

**ASSOCIATION OF SOUTHEASTERN RESEARCH LIBRARIES**  
c/o Georgia State University Library – Administration Suite, LS7  
100 Decatur Street, SE  
Atlanta, GA 30303-3202  
**Telephone:** 404-413-2896 | **Web:** [www.aserl.org](http://www.aserl.org)

- 1.2. The **Scholars Trust Steering Committee** manages and oversees the initiatives, activities and operations of Scholars Trust. The Steering Committee is empowered to create and charge any committees or task forces they deem necessary to accomplish the initiatives set by the Scholars
  - 1.2.1. Trust Governing Council, and regularly reports progress on initiatives and activities to the Governing Council.
  - 1.2.2. Each participating consortium has three representatives on the Steering Committee, two representatives from the participating libraries and one consortium staff person.
  - 1.2.3. Steering Committee members are responsible for ensuring regular communication with the librarians who manage the operational needs of participating programs via program listservs and other electronic forms of communication.
  - 1.2.4. The Steering Committee chairperson is elected from one of the participating libraries and is not included as a representative of any consortium.
  - 1.2.5. Each consortial delegation has one vote. Each consortium’s delegation will need to come to consensus before casting their vote. Any tie votes will be broken by the Steering Committee chairperson.
  - 1.2.6. The Steering Committee will also conduct two town hall-style meetings each year to explain the progress on current initiatives and operations and elicit further feedback from all participating libraries.

**2. Duration of Agreement, Discontinuance of Participation**

- 2.1. This agreement shall be in effect through December 31, 2035, upon which time this agreement may be renewed as desired by participating libraries. Program reviews are scheduled for 2020 and 2030 to consider whether technology and other changes in the higher education ecosystem continue to warrant this investment of resources.
- 2.2. A participating library may opt to discontinue their participation in this agreement at any time without penalty, but must provide written notice to the Governing Council and the Steering Committee a minimum of 24 months prior to withdrawing from the agreement.

**3. Selection and Identification of Retained Materials**

- 3.1. This agreement is designed primarily for storing low use print journals.
- 3.2. Materials will be selected for retention based on the completeness of the journal set and their quality/condition.
- 3.3. Participating libraries shall note the retention status of designated items within their local catalogs and/or other collection management systems, as deemed appropriate by the Steering Committee.
- 3.4. Scholars Trust shall maintain a free and publicly accessible list describing the journals retained under this agreement, as deemed appropriate by the Steering Committee.
- 3.5. The participating library shall maintain all of the designated journals in their original, artifactual form whenever possible. If necessary because of damage to or loss of the original of any of the materials, a hard copy facsimile may be used to fill in gaps.

**4. Retention Facilities**

- 4.1. Items that are to be retained under this agreement will be housed in one of the following types of facilities

<b>Remote Storage Facility</b>	<b>Locked / Secured Stacks</b>	<b>Open Stacks</b>
An environmentally controlled, secured facility that is not open for public browsing	On-site access that is not open for public browsing	Open for public browsing

5. **Ownership and Maintenance of Retained Materials**

- 5.1. The ownership of materials designated for retention under this agreement shall remain the property of the library that originally purchased the item(s). The library that agrees to retain a set of journals will verify the degree of completeness of the set to the volume level.
- 5.2. The retaining library accepts responsibility for ensuring the serviceable condition of journals designated as part of this agreement. Serviceable condition will be defined as physically usable. Materials infested by mold or otherwise in a state of obvious deterioration will not be accepted for retention. The library shall document the method of review in the journal holdings confirmation statement as either "physical" or "bibliographic".
- 5.3. Should a participating library be unwilling or unable to retain a set of journals that were designated as part of this agreement, that library must provide 24 months written notice to ASERL and offer to transfer ownership of said journals to another ASERL library for retention under this agreement.

6. **Operational Costs**

- 6.1. All costs and workload for staffing and maintaining the facilities and retained materials will be borne by the library that undertakes the agreement.

7. **Duplicate Materials**

- 7.1. Any ASERL library may at its discretion retain duplicates of items retained under this agreement by other members of ASERL. No ASERL library will be required to discard any materials.

8. **Circulation**

- 8.1. Access to the contents of retained journals will be through electronic or paper duplication, or on-site access to specified items at the contributing library's discretion.
- 8.2. The current circulation status of contributed titles must be accurately reported to indicate levels of risk. Levels of potential risk are defined in the table below:

	<b>Remote Storage Facility</b>	<b>Locked / Secured Stacks</b>	<b>Open Stacks</b>
<b>Non-Circulating</b>	Lowest Risk	Low Risk	Moderate Risk
<b>Building Use Only</b>	Low Risk	Low - Moderate Risk	Moderate - High Risk
<b>Circulating</b>	Moderate Risk	Moderate - High Risk	Highest Risk

9. **Lost or Damaged Materials**

In the event of loss, damage or deterioration, the participating library shall use reasonable efforts to promptly obtain replacement copies of any of the retained items. Original artifactual copies are always preferred, but facsimiles are acceptable when necessary.