



Approved April 2011

## ASERL Collaborative Journal Retention Program Agreement

### Introduction

ASERL libraries seek new options for sharing the costs and effort of long-term retention of print journals. The policies contained in this document have been reviewed and approved by the ASERL Board of Directors and all participating ASERL libraries. 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.

### 1. Governance

1.1. The program will be governed by a Steering Committee consisting of one representative of each participating library and a liaison from the ASERL Board of Directors. Each participating library director will designate the Steering Committee member. The ASERL Executive Director shall be an ex officio member of the committee and shall be non-voting except to decide any tie votes.

### 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. This agreement will be reviewed in 2020 and 2030 to ensure it continues to provide value to participants.

2.2. Any modification, amendments or other changes to this agreement must be approved by a 2/3 majority vote of the Steering Committee and a review of the ASERL Board.

2.3. A participating library may opt to discontinue their participation in this agreement at any time without penalty, but must provide written notice to 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. ASERL 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. 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 will not be accepted for retention.

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 12 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**

9.1. 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.