

Journal Retention and Needs Listing (JRNL) Program Statement

The Journal Retention and Needs Listing (JRNL) is program that:

- Allows libraries to expose lists of print journals for which they have made retention commitments;
- Express needs (or gaps) in their holdings; and
- Communicate offers to fill the gaps in other participating libraries' holdings.

The JRNL is used by multiple library consortia and their member libraries to facilitate communication between library staff to identify holding commitments and fill gaps. It also facilitates deselection decisions.

The JRNL is commonly developed and governed by the participating consortia.

Terms and Conditions

This agreement describes the services and responsibilities of the George A. Smathers Libraries at the University of Florida and the participating Library Consortia.

The Smathers Libraries and participating Library Consortia assume that there will be ongoing development of the capability over time.

The goals of the JRNL program are to

- Ensure ongoing support for maintenance and development of the JRNL;
- Provide a mechanism for decision-making about changes to the JRNL; and
- Distribute financial obligations for the JRNL among Smathers Libraries and participating Library Consortia.

Roles and Responsibilities

The Smathers Libraries provide:

1. Systems environment, database hosting, support and development, including:
 - the JRNL database and website hosting, backups, monitoring, cleanup and optimization;
 - user registration and management;
 - usage statistics and management reports.
 - the technical environment (servers, programming environment and tools) to support the JRNL;
 - staff with appropriate skills to support and further develop the JRNL; and
 - modifications to the JRNL (see modifications section).

2. Program administration and communications, including:

- communications about the JRNL to participating Library Consortia; LibGuide maintenance, archive of training materials, and support for user questions;
- two (2) training webinars per year, if needed, to each participating consortia for startup, refreshers or orientation to new features; and
- a mechanism to track change requests to the JRNL for consideration by the JRNL Oversight Committee

Each participating library consortium provides:

- data entry about journal holdings and gaps to the JRNL in formats that meet records ingest specifications posted on the JRNL website;
- shared print project staff to enroll and manage users, communicate about and market the JRNL to the constituents of the consortium;
- representatives to serve on the JRNL Oversight Committee; and
- funds for support and development costs.

In addition, the Association of Southeastern Research Libraries (ASERL) will provide communication infrastructure for the JRNL Oversight Committee (email list and teleconference services).

Modifications to the JRNL

To remain vibrant and provide for stakeholders' needs, the JRNL may be modified from time to time. Two types of modifications may be requested: minor and substantial. Smathers Libraries reviews and assesses requests to categorize them as minor or substantial and refers substantial change requests to the JRNL Oversight Committee.

Minor modifications to the JRNL are ones that do not affect the core structure of the database or functionality for all participating Library Consortia and can be done without significant investment. These can be handled between one library consortium's representatives and the Smathers Libraries and funded through the annual support costs.

Substantial modifications to the JRNL are ones that affect the core structure of the database or functionality for all participating Library Consortia or require significant investment. These are evaluated and prioritized by the JRNL Oversight Committee and, if necessary, referred to the member consortia governance groups for approval.

Members

A list of participating Library Consortia are included in the JRNL LibGuide. A list of individual libraries is posted at each Library Consortium's website.

Members of each Library Consortia shall have access to and the ability to use JRNL.

A library consortium may join the JRNL by formalizing an MOU with the Smathers Libraries.

Governance

The JRNL is developed, maintained and administered by the Smathers Libraries. The Dean of the University Libraries at the University of Florida oversees the JRNL. The Information Technology Department at the Smathers Libraries develops, maintains and makes modifications to the JRNL.

A JRNL Oversight Committee consisting of representatives from each participating consortium develops policies to guide development of and participation in the JRNL. The Oversight Committee considers requests for substantial modifications to the JRNL system. The Smathers Libraries provide time and cost estimates to the Oversight Committee to inform decisions about modifications. The Oversight Committee evaluates, prioritizes, and allocates available funding for modifications from the participating consortia. The Oversight Committee, in conjunction with the Dean of the University Libraries, serves as an advocate for the JRNL in relation to other related capabilities. The JRNL Oversight Committee meets quarterly and more frequently, as needed.

The JRNL Oversight Committee consists of:

1. Two(2) representatives from each consortium (Voting);
2. The Dean of the University Libraries at the University of Florida. (Convener, Voting);
3. One or two developers of the JRNL (Non-Voting); and
4. Administrative staff from each participating consortia (Observers; Non-Voting).

Costs and Funding

There are three types of costs for the JRNL:

- **Support costs to maintain and administer the system** and provide the services described under "Smathers Libraries' responsibilities";
- **Common development costs** for modifications to the system that are desired by all or most participating consortia; and
- **Custom development costs** for modifications to the system that are desired by one participating consortium.

To ensure the long-term stability and equitable distribution of costs for the JRNL,

- **Total support costs are split equally between participating Library Consortia.** The Smathers Libraries will present a proposed budget projection and consortium cost-sharing fees no later than April 1 each year that includes a projection for the subsequent year to facilitate budgeting by the participating consortia;
- **Joint development costs are generally split equally** among participating library consortia and are **assessed on a case-by-case basis; and**
- **Custom development costs** are paid for by the requesting consortium and **assessed on a case-by-case basis.**