

# WEST DISCLOSURE POLICY

## **1 Overview of WEST Disclosure Policy**

WEST Archive Holders (including Archive Builders) have agreed to record information about WEST materials according to the WEST Disclosure Policy, as stated in the WEST Program Statement:

- 2.8. **Holdings disclosure:** Archive Holders agree to take all steps reasonably necessary to cause all of the archived materials, and information about their accessibility to potential users, to be registered in union catalogs and other applicable system(s) as established by WEST disclosure policy.

This document describes the policy, instructions, and metadata standards for disclosing WEST archived print journals to WEST members and to the broader library community.

### **Goals of WEST disclosure**

Disclosure of WEST archived materials is intended to support three primary goals:

- Discovery and display of WEST materials for use by library staff and by library users as appropriate
- Resource-sharing among WEST members as defined in the WEST Access Guidelines
- Collection analysis to support local and system-level collection management decisions and development of additional WEST print archives

### **Outline of WEST Disclosure procedures**

Under the WEST Disclosure Policy, Archive Holders will provide information about WEST journals to three different bibliographic databases:

1. Record information in OCLC WorldCat about each title archived in WEST to support resource-sharing and global discovery.
2. Provide records of WEST archived materials to the Center for Research Libraries (CRL) Print Archives Preservation Registry (PAPR) system at the end of each WEST Archiving Cycle to support collection analysis within WEST and other shared print programs.
3. Record information about WEST materials in the library's catalog and consortial catalogs as appropriate for local needs.

The specific workflow and sequence of these disclosure actions may vary among different libraries. The following sections summarize instructions for the first two activities. Full details about required fields and subfields are provided in Attachment 1.

## 1. Record WEST Materials in OCLC WorldCat

The WEST Disclosure instructions for recording WEST materials in WorldCat generally follow the approach and standards developed under the OCLC Print Archives Pilot Project in 2011.

- a. New Institution Symbol. Establish a single new OCLC Institution Symbol to identify the library or storage facility's shared print (print archives) collections. These print archiving symbols indicate the print archives location/status and cover materials archived under any program. For example, each member of the Orbis Cascade Alliance would create a single symbol covering WEST, the Distributed Print Repository (DPR), and any future shared archives it manages on behalf of a broader group. Similarly, each UC member would create a single shared print symbol for use with WEST, UC Shared Print and any future shared archives. (The specific programs are identified elsewhere such that the same materials can be contributed to multiple archiving programs.) Separate symbols will be created for "archive-in-place" locations (material maintained in campus libraries) and for storage facilities. See Attachment 2 for a list of OCLC Institution Symbols that have been defined for shared print collections at WEST member libraries.

Local Holdings Records (LHRs). For each title, create a new Local Holdings Record (LHR) to define the holdings archived, the print archives Institution Symbol, the print archiving program(s), retention commitment, and outcomes of validation as specified in the WEST Issue and Volume Level Validation Standards: See Attachment 1 for a detailed list of the LHR fields and subfields to include for WEST materials, summarized below.

Most of the print archiving information is recorded in the 583 Action Note. Each LHR will include one, two, or three 583 Action Notes as appropriate:

- For all WEST Archive Types (Bronze, Silver, Gold), include a 583 **‡ a Action**="committed to retain". This is the only 583 needed for Bronze titles.
- For Silver and Gold titles (validated for completeness), include another 583 to summarize the action and report any identified gaps. Include **‡ a Action**="completeness reviewed" with appropriate **‡ l Status** terms to report evidence of missing units, binding anomalies or reprints; use the **‡ z Public note** to specify gaps and missing materials.
- For Gold titles (validated for completeness and condition), include another 583 to summarize the action and record the conditions found. Include **‡ a Action**="condition reviewed" with one **‡ l Status** and one **‡ z Public note** for each reportable condition found, reporting the condition and indicating the volumes to which it applies. See Attachment 1 for more information about what to record as defined in the WEST Validation Standards.

- c. Related updates.

- Following the guidelines for the OCLC Print Archives Pilot, libraries should remove the

archived holdings from the original LHR or holdings data, so they will no longer be reflected under the original Institution Symbol. WEST libraries whose current practice is to retain original holdings statements when adding secondary holdings data may continue that practice pending resolution of these different approaches.

- For all titles, record the 583 information also in the library's local catalog system to support future record updates. Please note that batch updating of LHRs in WorldCat requires that all LHRs belonging to a given title and Institution Symbol be resubmitted for any change.
  - For Silver and Gold titles, also update the record holdings statement(s) (i.e. 85x/86x formatted holdings or 866 summary holdings statement) to include an accurate description of volumes held based on the WEST validation for completeness.
- c. Partial runs. Under the WEST Collections Model, Archive Holders agree to retain volumes published through 2005. If the Archive Holder owns subsequent volumes as well, the partial run that is committed to WEST should be identified on a new LHR.

WEST Archive Holders may commit the entire run to WEST to minimize cataloging effort, provided that archiving all volumes of the title will meet campus needs. This approach would be especially useful for Bronze titles, which remain in their original location.

- d. Batch creation of LHRs. WEST encourages Archive Holders and Archive Builders to create the necessary LHRs through batch processing to the extent possible. This is especially true for Bronze titles, where the WEST principle of “appropriate level of archiving effort” indicates that libraries should not individually process the volumes and metadata for Bronze titles, but rather should use the least intensive means possible to identify Bronze holdings.

LHRs are transferred using the MARC Format for Holdings Data (MFHD) standard. Details of how libraries may generate and export LHRs will vary depending on the library’s local system and available expertise.

- e. Online creation of LHRs. For libraries entering less than 100 records, OCLC recommends using Connexion Browser for entry.
- f. Discovery in WorldCat. WEST materials added to the WorldCat database become discoverable through OCLC interfaces that search and display WorldCat database records.
- Search and display in WorldCat.org and FirstSearch. Holdings added under the new shared print Institution Symbol will automatically appear in WorldCat.org and FirstSearch (if subscribed) associated with the library collection name of the new symbol.
  - Resource-Sharing through Group Access Capability (GAC). WEST may choose to implement a Group Access Capability (GAC). A Group Access Capability (GAC) group consists of libraries that have agreed to certain terms of service within the group and have agreed to use OCLC’s resource sharing system. If implemented, WEST libraries that use OCLC’s Resource Sharing system will also add the library shared print

Institution Symbol(s) to a WEST GAC.

- Searching the WEST collection. WEST may choose to implement a WEST Group Catalog to provide a customized interface to WEST holdings that is searchable by library staff and library users through WorldCat.org and FirstSearch. If implemented, the library's shared print Institution Symbol(s) will be added to the WEST group catalog. .
- WorldCat Local. WEST libraries or consortia that use WorldCat Local as their library catalog may configure their WorldCat Local catalog not to display their WEST holdings under the new symbol. Under the procedure described in 1d above, WEST holdings would continue to be reflected under their original location.

## **2. Provide records of WEST materials to CRL PAPR system**

At the end of each WEST Archiving Cycle (March/April of each year) when validation of Silver and Gold titles is complete, WEST Archive Builders will provide records of WEST archived materials to the Print Archives Preservation Registry (PAPR) system.

The PAPR system, developed and operated by the Center for Research Libraries (CRL) in conjunction with the California Digital Library (CDL), supports collection analysis within WEST and other shared print programs. WEST uses PAPR during each Archiving Cycle to perform overlap analysis of WEST library holdings and to propose Archive Holders/Builders for journal families and titles belonging to WEST Title Categories. In order to prepare effective Archive Holder/Builder proposals, it is necessary to record in PAPR which titles have already been archived under the WEST program.

PAPR is designed to ingest the same LHRs (MARC Format for Holdings Data) that WEST libraries create for batch loading to OCLC. Both systems use a common file format and data standard for importing records. WEST libraries are expected to send LHRs of archived holdings to the PAPR system only once per year, on a timetable to support the WEST Archiving Cycle .

WEST libraries are expected to update archived holdings to the extent necessary to record receipt of volumes to fill gaps, as specified in the WEST Validation Standards.

WEST is developing a Service Level Agreement (SLA) with CRL that governs use of the PAPR system by WEST libraries and support for WEST by CRL. This SLA will include a record use policy that governs ownership and use of WEST member records when entered in the PAPR system.

## Attachment 1

### LHR Fields and Subfields Required for WEST Disclosure

#### Required Fields Summary

The following fields are required to identify WEST archived materials in WorldCat and PAPER.

- **OCLC control number** of the corresponding WorldCat bibliographic record. This can be the **004**, **014** or **035** field but it must consistently be in the same location in all records. Required for WorldCat but not for PAPER.
- **Leader and Directory**
- **001** - Local System Control Number
- **007** - Physical Description Fixed Field
- **008** - Fixed-Length Data Elements
- **022** – ISSN
- **561** - Ownership and Custodial History
- **583** - Action Note(s)
- **852** – Location
- **85x/86x** Coded holdings (formatted holdings pairs) (if available)
- **866/768/868** Summary holdings (text) (if no 85x/86x formatted holdings pairs)

#### Details for selected fields

<i>Tag and subfield(s)</i>	<i>Name</i>	<i>Description</i>	<i>Example</i>
<b>852 Location:</b> An LHR identifies the holdings for a given title at a given location (Institution Symbol).			
852 ‡a	Location	WEST shared print Institution Symbol for the Archive Holder. (See Attachment 2 for a	‡a ZASSP [UC SRLF example]

		list of WEST Institution Symbols).	
852 ‡b	Sublocation	Holdings Location Code (HLC) where the archived volumes are physically located at the Archive Holder library or storage facility	
<p><b>85x/86x or 866 Holdings:</b> The holdings committed to WEST for this title, i.e. the holdings covered by this LHR. Usually this will be the first volume/issue held by the Archive Holder through year 2005 (or the end of publication, whichever comes first.) See the WEST Standards for Issue and Volume Validation for complete details. Note that WEST Gold validation includes supplements and indexes that may have been published for that title. Enter these holdings as coded (formatted) detailed holdings if possible, otherwise enter a summary holdings statement.</p>			
85x/86x	Coded holdings (formatted holdings pairs) for basic bibliographic units. For WEST Gold, also includes supplements and indexes		
866/867/868	Summary holdings (text) if no 85x/86x formatted holdings pairs		
<p><b>022 International Standard Serial Number (ISSN)</b> The ISSN is a very important match point for collection analysis in PAPR. Including the ISSN in the LHR enables libraries to send LHRs only to PAPR. If the ISSN is in the bibliographic record but not in the LHR, it will be necessary for libraries to send bibliographic records as well as LHRs to PAPR.</p>			
022 ‡a	ISSN	ISSN for the title record. If there is more than one ISSN in the bibliographic record, use the first one.	
<p><b>561 Ownership and Custodial History:</b> It is important to identify the original owner(s) of materials committed to WEST, so that future Archive</p>			

Holder/Builder proposals will not re-propose this title to the same owners.			
561 #a History	Institution Symbol	Institution Symbol of library that provided materials to the WEST Archive Holder identified in 852 #a Location. If the Archive Holder is the original owner, this would be the library's original or primary Institution Symbol, where the 852 #a would contain the library's shared print Institution Symbol.	
561 #3	Materials specified	Optional. If used, identifies the holdings originally owned and contributed by the institution identified in #a History. Not required for WEST.	
561 #5	Institution	If applicable, the MARC organization code for the original owner. Not required for WEST	
<p><b>583 Action Note:</b> Most of the WEST-specific print archiving information is recorded in the 583 Action Note. Each LHR will include one, two, or three 583 Action Notes as described below: 1) a 583 note describing Retention commitment (Bronze, Silver, Gold); 2) a 583 note describing Completeness validation (Silver and Gold only); 3) a 583 note describing Condition validation (Gold only)</p>			

<b>1. 583 Retention note (for WEST Bronze, Silver, and Gold)</b>			
583 †3	Materials specified	Include if this 583 Action Note describes a different set of holdings than were specified in the LHR holdings fields (85x/86x/87x or 866). Enter the range of holdings covered and indicate gaps if known.	583 \$3 v.1-3 INDEX: v.1 SUPPL: v.3  (example of INDEX and SUPPL labels)
583 †5	Institution	If applicable, the MARC organization code for the Archive Holder. Not required for WEST.	
583 †a	Action	Type of preservation action. For all WEST Bronze, Silver, Gold titles this 583 Retention Note contains “committed to retain”	“committed to retain”
583 †c	Time/Date of Action	Date this title was committed to WEST (YYYYMMDD)	
583 †d	Action interval	The standard retention date for all WEST materials, regardless of when the holdings were ingested and	“December 31, 2035”

		validated. (This date is 25 years from the beginning of WEST.)	
583 #f	Authorization	Repeatable field containing the name(s) of the archiving program(s). For WEST, enter two Authorization subfields: one for the overall WEST program and one to identify the WEST Archive Type to support future indexing and searching. Also include any other programs that may apply to this record.	#f WEST #f WEST Bronze #f UC Shared Print
#u Uniform Resource Identifier	Link to program documentation for print archiving program identified in #f)		#u <a href="http://www.cdlib.org/services/west/docs/WESTProgramStatement.pdf">http://www.cdlib.org/services/west/docs/WESTProgramStatement.pdf</a>
<b>2. 583 Completeness note (for WEST Silver and Gold)</b>			
583 #3	Materials specified	Include if this 583 Action Note describes a different set of holdings than were specified in the LHR holdings fields	583 \$3 v.1-3 INDEX: v.1 SUPPL: v.3 (example of INDEX and SUPPL labels)

		(85x/86x/87x or 866). Enter the range of holdings covered and indicate gaps if known.	
583 #5	Institution	If applicable, the MARC organization code for the Archive Holder. Not required for WEST.	
583 #a	Action	Type of preservation action. For all WEST Silver and Gold titles this 583 Completeness note contains "completeness reviewed"	"completeness reviewed"
583 #c	Time/Date of Action	Date completeness review completed (YYYYMMDD)	
583 #f	Authorization	Repeatable subfield containing the name(s) of the archiving program(s) that specified completeness review. For WEST, enter two Authorization fields: one for the overall WEST program and one to identify the WEST Archive Type	#f WEST #f WEST Bronze #f UC Shared Print

		to support future indexing and searching.	
583 #i	Method of Action	Enter the validation level for completeness (volume-level, issue-level) as specified for the WEST Archive Type	For WEST Silver: #i volume-level For WEST Gold: #i issue-level
#l Status and #z Public Note	Use pairs of #l Status and #z Public Note subfields to describe the results of validation for <u>completeness</u> . If multiple statuses apply, enter multiple #l and #z pairs.		

Record the following completeness problems in the 583 Completeness Note:

#l Status Term	#z Public Note	
Binding patterns vary	Specify volumes where binding patterns differ.	#l Binding patterns vary #z Vols 32-35 bound as single unit
Missing	Specify what physical material is missing. Silver: missing volumes. Gold: missing issues. For Gold, also annotate if substantial number of pages, advertisements, images, or foldouts are missing. It is not necessary to identify or enumerate all missing pages, ads, images, or foldouts. Simply record that some of these are missing.	For WEST Silver: #l Missing volumes #z missing v. 2,7 For WEST Gold: #l Missing issues #z missing v. 6, issue 10 For WEST Gold: #l Missing issues #z missing v. 6, issue 10 #l Missing pages #z missing pages v. 7 issue 2
Reprints	Specify which units are reprints. Silver: volumes, Gold: issues.	For WEST Silver: #l Reprints #z reprints vols 3-5 For WEST Gold: #l Reprints #z reprints vol 22, issues 2-3

**3. 583 Condition note (for WEST Gold)**

583 #3	Materials specified	Include if this 583 Action Note describes a different set of holdings than were specified in the LHR holdings fields (85x/86x/87x or 866). Enter the range of holdings covered and indicate gaps if known.	
583 #5	Institution	If applicable, the MARC organization code for the Archive Holder. Not required for WEST.	
583 #a	Action	Type of preservation action. For all WEST Gold titles this 583 Condition note contains "condition reviewed"	"condition reviewed"
583 #c	Time/Date of Action	Date condition review completed ( YYYYMMDD)	
583 #f	Authorization	Repeatable subfield containing the name(s) of the archiving program(s) that specified condition review. For WEST, enter two Authorization fields: one for the overall WEST program and one for WEST Gold	#f WEST #f WEST Bronze #f UC Shared Print
583 #i	Method of Action	Enter the validation level for condition (issue-level) as specified for the WEST Archive Type	"issue-level"
#l Status and #z Public Note	Use pairs of #l Status and #z Public Note subfields to describe the results of validation for <u>condition</u> . If multiple statuses apply, enter multiple #l and #z pairs.		

Record the following condition problems in the 583 Condition Note:

Conditions to record for WEST Gold		
#l Status Term	#z Public Note	
Brittle paper	Identify volumes with brittle paper	#l "brittle paper" #z "brittle paper vols 4,9,15"
Highlighting/Underlining	[no note required]	#l "highlighting/underlining"
Marginalia	[no note required]	#l "marginalia"
Tight binding	Identify volumes with tight binding	#l "tight binding" #z "tight binding vols 1-10"

Note that the WEST Validation Standards describe additional conditions and actions that should be taken. However, the conditions listed above are the only ones that require disclosure under WEST standards.

Please see the following table for a complete list of WEST Validation Actions (adapted from the WEST Collections Model).

### Validation Decision Matrix and Expected Actions (Silver and Gold Archives)

When validating journal holdings, it is likely that multiple problems may be identified including problems of completeness, condition or contribution. The following standard actions are expected and must be taken to address each problem. These actions are designed to keep validation effort to a reasonable minimum and to provide transparency across the partnership about actions taken to verify completeness and condition.

**Table 3: Expected Actions**

<b>Problem Type</b>	<b>Problem</b>	<b>Action</b>
<b>SILVER AND GOLD ARCHIVES</b>		
<b>Contribution</b>	<b>1. Content Partner does not wish to contribute recent volumes or issues.</b>	Implement a 3 or 5 year rolling wall in the Shared Print Journal Archive agreement with the Content Partner. Otherwise, seek another Content Partner.
<b>Contribution</b>	<b>2. Complete or near complete holdings are available among Content Partners, but none of the partners are willing to contribute a significant portion of the older volumes or issues (backfile issues).</b>	The entire journal is not a candidate for the Shared Print Archive. Remove the journal from the Shared Print program. If a portion of the Shared Print Archive has already been processed, discontinue work on the journal and annotate the remaining unprocessed volumes or issues as missing:  Example: 583 Completeness Note: †l “Missing volumes” ‡z “missing v.10-27”
<b>Completeness</b>	<b>3. Missing volumes.</b>	Seek missing volumes from Content Partners. If none are available, annotate the missing volumes in descriptive records in union catalogs.  Example: 583 Completeness Note: †l “Missing volumes” ‡z “missing v. 2,v.7”
<b>Completeness</b>	<b>4. Different binding patterns for a volume.</b>	Add multiple volumes. Do not dis-bind volumes or correct physical bindings. Document binding differences in descriptive records in union catalogs to facilitate discovery.

<b>Problem Type</b>	<b>Problem</b>	<b>Action</b>
		<p>Example:</p> <p>583 Completeness note: †l “Binding patterns vary” ‡z “Vols 32-35 bound as single unit.”</p>
<b>GOLD ARCHIVES ONLY</b>		
<b>Completeness</b>	<b>5. Volumes with missing issues.</b>	<p>Accession multiple volumes into the Shared Print Journal Archive to complete the archive. Document any remaining missing issues in descriptive records in union catalogs.</p> <p>Example:</p> <p>583 Completeness note: †l “Missing issues” ‡z “missing vol 6, issue 10”</p>
<b>Completeness</b>	<b>6. Missing issues. (for unbound issues)</b>	<p>Seek missing issues from Content Partners. If none are available, document missing issues in descriptive records in union catalogs.</p> <p>Example:</p> <p>583 Completeness note: †l “Missing issues” ‡z “missing vol 6, issue 10”</p>
<b>Completeness</b>	<b>7. Reprints.</b>	<p>Seek another Content Partner. If no holdings are available among the Content Partners, accession reprints into the Shared Print Journal Archive. Document which volumes contain reprints in descriptive records in union catalogs.</p> <p>Example:</p> <p>583 Completeness note: †l “Reprints” ‡z “reprints vol 22-25”</p>
<b>Completeness</b>	<b>8. Missing advertisements, images (graphs, photographs).</b>	<p>If upon a general inspection of the issues a significant number of advertisements or images appear to be missing, seek another Content Partner. If no holdings are available among the Content Partners, accession issues into the Shared Print Journal Archive. Document which issues are missing advertisements in descriptive records in union catalogs. It is not necessary to identify or enumerate all missing ads or images. Simply record the fact that some ads and images are missing. Accession multiple volumes into the Shared Print Journal Archive to complete the archive.</p> <p>Example:</p>

<b>Problem Type</b>	<b>Problem</b>	<b>Action</b>
<b>Completeness</b>	<b>9. Missing foldouts.</b>	<p>583 Completeness note: #l "Missing ads/images" #z "missing ads/images vol 7 issue 2"</p> <p>If upon a general inspection of the issues a significant number of foldouts appear to be missing, seek another Content Partner. If no holdings are available among the Content Partners, accession issues into the Shared Print Journal Archive. Document which issues are missing foldouts in descriptive records in union catalogs. It is not necessary to identify or enumerate all missing foldouts. Simply record the fact that some foldouts are missing.</p> <p>Example: 583 Completeness note: #l "Missing foldouts" #z "missing foldouts vol 7 issue 2"</p>
<b>Completeness</b>	<b>10. Missing pages</b>	<p>If upon a general inspection of the issues a significant number of pages appear to be missing, document which issues are missing pages in descriptive records in union catalogs. It is not necessary to identify or enumerate all missing pages. Simply record the fact that some pages are missing.</p> <p>Example: 583 Completeness note: #l "Missing issues" #z "missing vol 6, issue 10" #l "Missing pages" #z "missing pages vol 7 issue 2"</p>
<b>Condition</b>	<b>11. Tight binding.</b>	<p>Seek another Content Partner. If no holdings are available among the Content Partners, accession issues into the Shared Print Journal Archive. Document which volumes have tight bindings in descriptive records in union catalogs.</p> <p>Example: 583 Condition note: #l "tight binding" #z "tight binding vols 1-10"</p>
<b>Condition</b>	<b>12. Loose binding</b>	<b>No action necessary. This condition is acceptable.</b> Accession the volume into the archive.
<b>Condition</b>	<b>13. Low quality binding/sewing</b>	<b>No action necessary. This condition is acceptable.</b> Accession the volume into the archive.
<b>Condition</b>	<b>14. Brittle paper</b>	Document which volumes have brittle paper in union catalogs and accession the volume into the archive.

<b>Problem Type</b>	<b>Problem</b>	<b>Action</b>
		Example: 583 Condition note: #l "brittle paper" #z "brittle paper vols 4,9,15"
<b>Condition</b>	<b>15. Yellowed/Browning pages</b>	<b>No action necessary. This condition is acceptable.</b> Accession the volume into the archive.
<b>Condition</b>	<b>16. Unreadable text block (e.g. glue damage, printing mistakes, shot text)</b>	<b>Not permitted in the archive.</b> Seek another Content Partner.
<b>Condition</b>	<b>17. Highlighting, marginalia, pencil and pen markings</b>	If a significant number of pages have highlighting or markings that render the text unreadable, seek another Content Partner. Otherwise, accession the issues into the Shared Print Archive and document that some pages have highlighting or markings in descriptive records in union catalogs. Do not attempt to verify this at the page level, only at a cursory level by flipping through the text block.  Example: 583 Condition note: #l "highlighting/underlining" 583 Condition note: #l "marginalia"
<b>Condition</b>	<b>18. Separated pages</b> <b>19. Loose pages</b>	If more than 10 pages in a volume, seek another Content Partner. If none available, then reattach the pages or tie the volume with acid free string, whichever is fastest, and accession into the Shared Print Archive.  If less than 10 pages in a volume, reattach the pages or tie the volume with acid free string, whichever is fastest, and accession into the Shared Print Archive.
<b>Condition</b>	<b>20. Missing issue covers</b>	Document which volumes have missing issue covers in union catalogs and accession the volume into the archive.  Example: 583 Completeness note: #l "Missing" #z "missing issue covers vol 6, issue 3"
<b>Condition</b>	<b>21. Separated issue covers</b>	Reattach the cover(s) or tie them with acid free string, whichever is fastest, and accession into the Shared Print Archive.

## Attachment 2: Proposed WEST Institution Symbols and Holdings Location Codes

Shared Print Institution Symbol	Institution/Meaning	ILL Supplier	Holdings Location Codes	Uses
<b>Arizona State University Libraries and Storage Facility</b>				
AZSSP	Arizona State University Shared Print in Place	Supplier	Local code	Used for WEST Bronze Archives
AZFSP	Arizona State University Shared Print in Storage	Supplier	Local code	Used for WEST Bronze, Silver, Gold Archives
<b>Stanford Libraries and SAL3 Storage Facility</b>				
S7ZSP	Stanford Jackson Library Shared Print in Place	Supplier	Local code	Used for WEST Bronze Archives
CASSP	Stanford Lane Medical Shared Print in Place	Supplier	Local code	Used for WEST Bronze Archives
RCJSP	Stanford Law Library Shared Print in Place	Supplier	Local code	Used for WEST Bronze Archives
STFSP	Stanford Libraries Shared Print in Place	Supplier	Local code	Used for WEST Bronze Archives
SL3SP	Stanford SAL3 Shared Print in Storage	Supplier	Local code	Used for WEST Bronze, Silver, Gold Archives
<b>University of California Libraries and Storage Facilities</b>			<b>Holdings Location Codes</b>	
CUYSP	UCB Shared Print in Place	Supplier	Local code	Used for UC Shared Print in Place and WEST Bronze Archives
CUVSP	UCD Shared Print in Place	Supplier	Local code	Used for UC Shared Print in Place and WEST Bronze Archives
CUISP	UCI Shared Print in Place	Supplier	Local code	Used for UC Shared Print in Place and WEST Bronze Archives
CLUSP	UCLA Shared Print in Place	Supplier	Local code	Used for UC Shared Print in Place and WEST Bronze Archives
MERSP	UCM Shared Print in Place	Supplier	Local code	Used for UC Shared Print in Place and WEST Bronze Archives
CRUSP	UCR Shared Print in Place	Supplier	Local code	Used for UC Shared Print in Place and WEST Bronze Archives
CUSSP	UCSD Shared Print in Place	Supplier	Local code	Used for UC Shared Print in Place and WEST Bronze Archives
CUNSP	UCSF Shared Print in Place	Supplier	Local code	Used for UC Shared Print in Place and WEST Bronze Archives
CUTSP	UCSB Shared Print in Place	Supplier	Local code	Used for UC Shared Print in Place and WEST Bronze Archives
CUZSP	UCSC Shared Print in Place	Supplier	Local code	Used for UC Shared Print in Place and WEST Bronze Archives

ZAPSP	NRLF Shared Print in Storage	Supplier	TBD, each code corresponds to a SP collection category	Used for UC Shared Print and for WEST Bronze, Silver, Gold Archives
ZASSP	SRLF Shared Print in Storage	Supplier	Local code each code corresponds to a SP collection category	Used for UC Shared Print and for WEST Bronze, Silver, Gold Archives
HHO	SRLF Shared Print in Storage - UC JSTOR collection	Non-supplier		Used for UC JSTOR Shared Print collection
<b>University of Washington</b>				
WAUSP	University of Washington Shared Print in Place	Supplier	Local code	Used for Alliance DPR and WEST Bronze Archives
WASSP	University of Washington Shared Print in Storage	Supplier	Local code	Used for Alliance DPR and for WEST Bronze, Silver, Gold Archives
<b>WEST Institutions without Storage Facilities</b>				
AZUSP	U of Arizona Shared Print in Place	Supplier	Local code	Used for WEST Bronze Archives
CITSP	California Institute of Technology Shared Print in Place	Supplier	Local code	Used for WEST Bronze Archives
HUVSP	Huntington Library Shared Print in Place	Supplier	Local code	Used for WEST Bronze Archives
CCOSP	Occidental College Shared Print in Place	Supplier	Local code	Used for WEST Bronze Archives
ORUSP	University of Oregon Shared Print in Place	Supplier	Local code	Used for Alliance DPR and WEST Bronze, Silver and Gold Archives
UOLSP	University of Oregon Law Library Shared Print in Place	Supplier	Local code	Used for Alliance DPR and WEST Bronze, Silver and Gold Archives
ORESP	Oregon State University Shared Print in Place	Supplier	Local code	Used for Alliance DPR and WEST Bronze Archives
NTESP	Washington State University Pullman Shared Print in Place	Supplier	Local code	Used for Alliance DPR and WEST Bronze Archives
WS7SP	Washington State University Spokane Shared Print in Place	Supplier	Local code	Used for Alliance DPR and WEST Bronze Archives
EISSP	Washington State University Tri-Cities Shared Print in Place	Supplier	Local code	Used for Alliance DPR and WEST Bronze Archives

WS2SP	Washington State University Vancouver Shared Print in Place	Supplier	Local code	Used for Alliance DPR and WEST Bronze Archives
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### Attachment 3

## Sample Local Holdings Records (LHRs) for WEST Archived Materials

#### 1. WEST Bronze title (example of holdings contributed by UCSD as Shared Print in Place)

Leader            cy a3n  
007              ta  
008              1107210u 8 1001aaeng0110728  
022              0146-6313  
561              CUS #5 CU-S  
583              committed to retain #c 20111014 #d December 31, 2035 #f WEST #u  
<http://www.cdlib.org/services/west/docs/WESTProgramStatement.pdf> #f WEST Bronze #f UC Shared  
Print  
852              CUSSP #b Main  
866              #8 0 #a v.1 (1953)-8(1961)

#### 2. WEST Silver title (example of holdings at UC SRLF, originally from UCLA)

Leader            cy a3n  
007              ta  
008              1107210u 8 1001aaeng0110728  
022              0128-9035  
561              CLU #5 CLU\_MU  
583              committed to retain #c 20120331 #d December 31, 2035 #f WEST #u  
<http://www.cdlib.org/services/west/docs/WESTProgramStatement.pdf> #f WEST Silver #f UC Shared  
Print  
583              completeness reviewed #c 20120331 #f WEST #f WEST Silver #f UC Shared Print #i  
volume-level #l missing volumes #z missing v.14,v.21  
852              ZASSP #b CLU\_MU  
866              #8 0 #a v.1 (1929)-v.13(1941), v.15(1943)-v.20(1948),v.22(1950)-v. 32(1960)

### 3. WEST Gold title (example of holdings at Stanford SAL3 storage facility)

Leader            cy a3n  
007                ta  
008                1107210u 8 1001aaeng0110728  
022                0030-4050  
561                SFU #5 CSt  
583                committed to retain #c 20120215 #d December 31, 2035 #f WEST #u  
<http://www.cdlib.org/services/west/docs/WESTProgramStatement.pdf> #f WEST Gold  
583                completeness reviewed #c 20120215 #f WEST #f WEST Gold #i issue-level #l missing  
volumes #z missing v.1-8 #l missing issue #z missing v.16:no.2(1966:June)  
583                condition reviewed #c 20120215 #f WEST #f WEST Gold #i issue-level #l loose pages #z  
loose pages v.20:no.4(1970), v.26:no.1-no.2(1976) #l loose covers #z loose covers v.20  
852                SL3SP  
866                #8 0 #a v.9:no.1(1959:Mar.)-v.16:no1(1966:mar.),v.16:no3(1966:Sept)-  
v.51:no3(2005:dec)