

# UC Campus Transfers of WEST Bronze Archives

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## *Operational Guidelines and Expectations*

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As part of the WEST collection model, Archive Holders of shared print in place (Bronze) have the option to transfer their archived titles to an affiliated storage facility<sup>1</sup>. In the UC Library System, several campus libraries have committed to retain titles for the WEST archive. Over time, these campuses may decide that they can no longer hold WEST archives in place, or that the archives will be more secure and better preserved in one of the Regional Library Facilities.

The following are operational guidelines to support campuses in navigating the process of transferring WEST archives to one of the Regional Library Facilities.

*A few things to keep in mind:*

- Any WEST transfers to one of the Regional Library Facilities *will* be counted as part of the campus's allocation (both accessioned and de-duplicated volumes<sup>2</sup>).
- It is likely that duplicates exist between the campus's archived volumes and content in the Regional Library Facilities. This duplication will be handled in a way unique to UC's shared print collection:
  - Campuses should send *all* WEST holdings for the titles they wish to transfer to their local RLF (please do not de-duplicate against RLF holdings beforehand<sup>3</sup>)
  - RLF staff validate/de-duplicate as necessary
  - RLF staff will consolidate holdings, update summary holdings and item records to current standards, cleaning up records as part of transfer.
  - De-duplication for WEST transfers takes place against the archiving RLF's holdings only, not against the other RLF's holdings. This is because it is valuable to consolidate a shared print backfile in one location. RLF staff may discard campus copies of volumes where the better copy exists at the archiving RLF.

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<sup>1</sup> Please see the WEST Collection model: "WEST member libraries that have access to a storage facility may choose to move Bronze backfiles to storage or retain them on site. Validation occurs at the final archival location for the backfile. This is the most cost-effective way to perform validation. For libraries with storage facilities, validation occurs at the storage facility; for libraries without storage facilities, validation occurs at the library" (pg. 12).

<sup>2</sup> In the case of WEST Bronze transfers, no funding currently exists to support de-duplication and therefore each processed volume (duplicate or accessioned) will be supported by the allocation. By contrast, JACS de-duplication is supported by direct funding from CDL and therefore duplicate volumes do not count against a campus's allocation.

<sup>3</sup> In the interest of ensuring the integrity of the archive, the shared print teams strongly advise this course of action. De-duplication at the final location of archiving ensures that if issues arise necessitating comparison between the RLF and campus physical copies, that comparison is readily available.

## **I. Campus transfer of WEST Bronze titles from previous cycles.**

Steps to take:

1. Confirm your campus allocation will support the volume of the intended transfer **(Campus and RLFs)**
2. Notify your local RLF deposits contact and the CDL shared print program manager **(Campus)**
  - a. Confirm with RLF contact your campus's understanding of de-duplication practices for WEST transfers
3. Please send *all* archived holdings (do not de-duplicate against RLF holdings) to your local RLF **(Campus)**
4. Remove local OCLC holdings symbol for the transferred titles **(Campus)**
5. RLF staff validate, de-duplicate, and update records as necessary **(RLFs)**
6. Submit a fresh disclosure file of *all* your campus's remaining shared print records to the CDL shared print team during the next disclosure period (if you have transferred *all* archived materials, please formally notify the CDL shared print team that your campus no longer holds any WEST archives) **(Campus)**
7. WEST transfers are exposed through RLF disclosure files (ZAPSP or ZASSP) **(RLFs)**

## **II. Campus transfer of proposed WEST Bronze titles from current cycle.**

Steps to take:

1. Confirm your campus allocation will support the volume of the intended transfer **(Campus and RLFs)**
2. Review your proposals and record your commitments in AGUA, including a note when you submit your commitments: "My campus intends to transfer these commitments to storage" **(Campus)**
3. *Do not* add 583 action notes to the associated records as outlined in the WEST Disclosure Policy **(Campus)**
4. Remove local OCLC holdings symbol for the transferred titles **(Campus)**
5. RLF staff validate and de-duplicate as necessary, and update records with 583 tags **(RLFs)**
6. WEST archived titles are exposed through RLF disclosure files (ZAPSP or ZASSP) **(RLFs)**