WEST Guidelines for Replacing or Transferring Archived Titles

These guidelines build on best practices outlined by national, collaborative organizations such as the Rosemont Shared Print Alliance and the Partnership for Shared Book Collections. For high-level best practices applicable across programs and formats, please visit the Partnership’s site here.

WEST archiving institutions commit to retain archived titles through the agreed upon preservation horizon (December 31, 2035). If unintentional withdrawal, unexpected disaster, loss, damage, or local needs to reclaim space impacts the WEST archived collections, archivers are responsible for repairing or replacing damaged or lost volumes, or transferring the commitment or physical items to another WEST member. Archivers who need to replace or transfer archived titles should refer to the following basic guidelines:

1. Alert WEST Program Staff (west-staff-l@listserv.ucop.edu) that a replacement or transfer is anticipated. Please provide a list of titles and volumes concerned.
2. In the case of damage or loss, if the archiving library holds another copy of the titles/volumes, the preferred action is to transfer the commitment to that other copy.
3. If the archiving library does not hold another copy of the title/volumes or in the case of local needs to reclaim space the archiving library should:
   - Follow its workflows and procedures and national best practices for repairing or replacing the lost or damaged volumes (in the context of WEST, this could involve reaching out to other members who hold copies). In the case of replacement, substitute another copy represented by the lost or damaged volumes; or,
   - Determine whether another WEST member owns a copy that is eligible for retention in WEST and seek to transfer the commitment fully to that library (the title now resides with a different WEST archiver).
   - In the case of local needs to reclaim space, the library may also seek to transfer the physical items that have been committed to another willing WEST member.
4. If no other copy is available among WEST libraries, submit a list of the titles and volumes concerned, including OCLC number, ISSN, publication title, and any relevant notes to the WEST Project Team (west-staff-l@listserv.ucop.edu). The Project Team will facilitate collaboration at the level of the Rosemont Shared Print Alliance to replace or transfer the commitment.
5. Libraries are not required, but are strongly encouraged, to accept requests for transfer of a retention commitment.
6. Regardless of the disposition of the retention commitment, all libraries involved should update local, OCLC, and any other shared bibliographic records accordingly.

The responsibility for any shipping expenses sits with the institution seeking to replace or transfer volumes.

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2 Currently these workflows for noting deprecated, transferred, or replaced retention materials are under discussion in the shared print community. Until we reach consensus and a formal tracking mechanism is developed, WEST will track internally on amendments to Silver and Gold exhibits.
The primary goal under these circumstances is to ensure that what has been committed remains available to those who may have deselected already against the strength of that commitment. Whether a library chooses this or that method of replacement and/or transfer is entirely dependent on what workflows will be most efficient and affordable for the libraries involved. WEST does recommend pursuing an in-program replacement or transfer ahead of leveraging the Rosemont Shared Print Alliance network.

[FORTHCOMING] Related documents and templates:
Instructions for checking for other WEST holdings
Outreach email on WEST letterhead