



Western Regional Storage Trust

# WEST AGUA JRNL Instructions

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Using AGUA and the Journal Retention and Needs Listing (JRNL) System to fill gaps in WEST archived holdings

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## Introduction

WEST participates in the Journal Retention and Needs Listing ([JRNL](#)) system, developed and maintained by the University of Florida. JRNL allows libraries that retain journals and serials for shared print to display their retained holdings and advertise their needs, that is, gaps in retained holdings or materials with condition problems that the Archiver would like to replace. Any WEST library (or other JRNL user) may offer volumes through JRNL to fill those gaps or replace volumes with problems. This service is offered at no additional cost to WEST members; participation in JRNL is voluntary and at the discretion of the WEST member institution. WEST Archive Builders are especially encouraged to use JRNL as a relatively low-effort way to augment their archive creation activities and solicit contributions for any gaps not filled through the calls for holdings process. All WEST members are encouraged to review JRNL needs and make offers to fill gaps in WEST and beyond.

Most of the Needs and Offers activity will take place using the JRNL system. To support this work, WEST prepares files for Archive Holders and Builders of bibliographic, holdings, and gaps information, available for download in AGUA. These files may be uploaded directly to JRNL by members. WEST does not automatically send these files to JRNL.

These instructions describe how WEST Archivers can leverage tools in AGUA to create and update records in JRNL; not all JRNL functionalities are included in these instructions. Full instructions for using the JRNL system are available through the JRNL LibGuide: <https://guides.uflib.ufl.edu/jrnl/Home>

## I. System requirements

To support WEST participation in JRNL, WEST prepares files of Archive Holder and Builder archiving disclosures that are formatted for loading to JRNL. Archive Holders/Builders need [AGUA](#) accounts to download these formatted files. Any WEST member that does not have an AGUA account may create one at any time using the “Create Account” option. See the [WEST AGUA User Manual](#) for details on creating new user accounts and logging in.

JRNL requires Google Authentication for access. If users’ home institutions use Google Authentication for their institutional emails these may be used to set up JRNL accounts; otherwise, any Gmail account may be used to create a JRNL login.<sup>1</sup>

## II. Getting Established in JRNL

The WEST Project Team will coordinate establishing WEST members as institutions in JRNL. Once established, Technical Users at the institution will be able to manage and add new users and locations for the institution.

### A. Setting up a new institution

WEST members that wish to participate in JRNL should provide the following information to the [Project Team](#):

- Institution Name
- Primary JRNL Contact Name
- Contact Email
- Google ID (this may be the same or different as the Contact Email)

JRNL staff will establish the new institution in the JRNL system. The Primary JRNL Contact will be established as a Technical User in the new institution. Technical Users may add new users to their institution once established.

After the institution has been established in JRNL, Technical Users may review and edit institution information as necessary by logging into JRNL and selecting the Institution/Users tab in the Administration section. The Contact Email, Primary OCLC Symbol, and MARC Org Code may be updated at any time using the Edit option.

### B. Adding users

Technical Users may add new users to their institution. Each user account must have a Google Login in order to use the JRNL system.

The following User Types are available:

- **Read Only User:** Can view, search, and export but cannot change any data. Read Only users may not make offers to fill gaps.
- **Basic User:** Can view, search and export and can perform minimal gap-filling activities.
- **Technical User:** Can perform all functions available to the institution, including Administration of the institution’s account, once established. Each account must have at least one Technical User.

### C. Adding locations

After the institution is established in JRNL, a Technical User must add library locations for the institution before any records can be loaded into JRNL. For WEST, the library Location should be the Institution’s shared print name (e.g., “Arizona State University Shared Print”), not the specific campus library location; The Location displays in JRNL Title Lists, Title Detail displays, and other JRNL reports and functions.

To add a Location, perform the following steps in JRNL:

- Select the Administration tab
- Select the Locations tab

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<sup>1</sup> If a new Gmail account is required, WEST staff recommend that WEST users define a new Google email address (Google account) specifically for use with JRNL. Gmail requires that each Gmail address be associated with an existing external email address, which should be for a library staff member who will be responsible for administering the new JRNL-related Gmail address.

- Choose “Add new” from the drop-down menu

For each Location that will be used for your Institution, provide the following information:

- **Name** (required)
  - o Enter the name of the location that corresponds to your OCLC symbol (not the symbol itself). If you are not sure of the Location Name, you can look it up on the OCLC website under Directory of OCLC Members (<http://www.oclc.org/en-US/contacts/libraries.html>).
- **Managing Institution** (populated automatically)
- **Primary OCLC Symbol** (required)
- **MARC Org Code** (optional)
- **Mailing address** (required)
  - o Enter the physical mailing address to which any offered volumes should be sent. This supports future communications between offering libraries and this library Location. The mailing address field accepts up to 100 characters.
- **Facility Type** (required)
  - o Choose the type of facility that best corresponds to this Location.
    - **Campus Library Open Access.** A library located on campus, open to all/the library community.
    - **Campus Library Closed Access.** A library located on campus, secure access.
    - **Standalone Facility Open Access.** Any facility located off campus holding library collections, open to all/the library community.
    - **Standalone Facility Closed Access.** Any facility located off campus holding library collections, secure access.
    - **Standalone Facility Closed Access-Harvard Model.** Any facility located off campus holding library collections organized in Harvard model (High-bay, static shelving), secure access.
    - **Standalone Facility Closed Access-Automated Storage and Retrieval (ASRS) Model.** Any facility located off campus that utilizes an Automated storage and retrieval system (ASRS), secure access.
- **Physical Description** (optional)
- **HVAC** (optional)
  - o Briefly describe the Location’s environment, for example, “Standard library environment” or “Preservation environment, 50 degrees and 35% humidity”
- **Temperature maintained between 35-65° F** (optional)
- **Humidity maintained between 30-55%** (optional)
- **Facilities Plan** (optional)
- **Disaster Plan** (optional)
- **PSAP Associations** (populated automatically)

Any of these fields (excluding Managing Institution) can be edited using the same Administration/Locations function.

### III. Preparing and Loading Archiving Commitment and Gap Information

To facilitate member participation in JRNL, WEST prepares formatted files of bibliographic, holdings, and gap data for WEST Archivers, available in AGUA. These files are generated using members’ disclosure files and are updated when new disclosure files are loaded into the AGUA system.

#### A. Download JRNL Export Files from AGUA

In AGUA, navigate to the JRNL Export Files page. WEST prepares files in two primary categories:

- **Disclosed** (Bronze, Silver, Gold, Sequoia): Files containing records of all archived titles the library has ever reported to WEST for the given Archive Types (in any cycle). Normally these files will be downloaded at the end of an Archiving Cycle after the library’s disclosure records have been loaded for the most recent cycle.

- **Not yet validated** (Silver Title Category 3, Gold Title Category 4, and Gold Title Category 5): Files containing records of new commitments made during the current cycle, for which validation is underway. These files can be downloaded at any point after the library has made its new title commitments for the new cycle.

Use the following steps to download files for JRNL:

1. Choose the JRNL Export Files function from the AGUA Dashboard.
2. Determine which Title Categories you wish to process through JRNL. For example, your library may wish to disclose needs and receive offers for Silver and Gold titles, but not for Bronze.
3. Select the link for the category you wish to download. A zip folder containing the files for the selected category will be automatically downloaded to your computer.
4. Extract the JRNL files from the zip folder and save.

The file names (generated by AGUA) contain the OCLC symbol, file type, date generated, and a sequence number that links the four related files together.

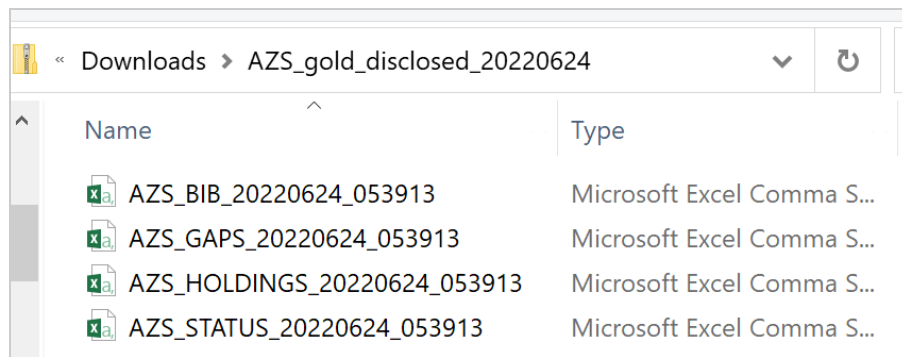


Figure 1: Example JRNL Export zip folder contents

Each category-specific zip folder contains four files covering information about the archived or committed titles for that OCLC Symbol and Archive Type, in the formats required by the JRNL system (see Attachment):

- **Bib:** File containing bibliographic information about the archived titles, including the OCLC number, ISSN, Title, and other fields.
- **Gaps:** OCLC number and any gaps or other problems recorded by the Archiver in the holdings record for this title. The contents of the gaps files will vary depending on the Archive Type and category of the file:
  - **Silver or Gold Disclosed files:** Gap records will contain the information reported by the library according to the WEST Disclosure Policy in the 583 \$z note when 583\$a is “completeness reviewed” (e.g. “missing volumes 8, 10”) or “condition reviewed” (e.g., marginalia v.3, v.8, v.14).
  - **Bronze Disclosed files:** Gap records will contain a standard message “Holdings:” followed by the summary holdings statement.
  - **Silver or Gold not yet validated files:** Gap records will contain a standard message “Cycle [X] validation is in-process. Unvalidated holdings are:” followed by the summary holdings statement
- **Holdings:** OCLC number and summary holdings statement.
- **Status:** OCLC number and field “retain” indicating that the library has agreed to retain this title for WEST.

### 1. Creating files locally

Alternatively, WEST libraries may create their own files for import to JRNL. See [Appendix 1](#) for a description of the required file formats and contents for JRNL. CSV templates are available for download in JRNL. To download templates, navigate to the Import section in JRNL and select the type of import you would like to perform to access the download link.

## B. Importing files to JRNL

After downloading or preparing files for JRNL, log in to the JRNL system and select the Import tab. JRNL requires each file type (bib, holdings, gaps) be loaded separately. It is strongly recommended that you load your bib file first, followed by holdings and then by gaps; this will ensure that each holdings and gap record has a bibliographic record to attach to.

Note that Bibliographic records do NOT overlay: any new bib record with an OCLC number that is already in JRNL will be ignored (Holdings and Gaps will be loaded if the OCLC number already exists in the JRNL system). Bibliographic records are shared by all JRNL users, and, once loaded or created, the Bibliographic record can only be changed by authorized JRNL staff at the University of Florida.

When you import Holdings and Gaps files into JRNL, the records will overlay matching records for your location as follows:

- New Holdings records will completely replace existing Holdings records that have the same OCLC number.
- New Gap records will only replace existing Gap records if they have the same OCLC number. Gap statements will not be updated if there is an outstanding offer for that title at that location.

During import, JRNL asks additional questions to process the files:

| Type of Import     | Additional question for this type   |
|--------------------|---|
| Bibliographic Data | <b>Enter the source package for the imported titles:</b> Leave blank. This field does not apply to WEST.  |
| Holdings           | <b>Choose the Location where the imported records will be held:</b> Choose the library Location from the drop-down menu. The library Location should correspond to the OCLC symbol in the exported records file name. |
| Gap Records        | <b>Choose the Location where the imported records will be held:</b> Choose the library Location from the drop-down menu. The library Location should correspond to the OCLC symbol in the exported records file name. |

Table 1: Data import type and additional questions the JRNL system requires during import

Once an import is complete, JRNL will display the data that was successfully imported as well as any errors (such as OCLC numbers not found). The errors can then be exported into a spreadsheet file and saved for further investigation.

### 1. Import errors and reports

After each file is uploaded, JRNL will report any errors it encountered while loading the data. Errors are displayed on the page; a report of errors is also available for download for further troubleshooting.

- **Bibliographic.** The most common error is "OCLC or LCCN already exists." This means that a record for this title already exists in JRNL.
- **Holdings.** A common error is "OCLC Not Found." This is likely because the bibliographic record matched on LCCN, but the OCLC number in the record in JRNL did not match the OCLC number in the file. Contact the JRNL Bibliographic Records Administrators at [JRNLBibAdmins@ad.ufl.edu](mailto:JRNLBibAdmins@ad.ufl.edu) to report the error.
- **Gaps.** The most common error is "Missing Description." This means that there was no 'missing' note for the OCLC number in the gap file. Another common error is "OCLC Not Found."

Technical Users may edit or delete individual holdings and gap records. Edits to bib records must be requested from the JRNL Bibliographic Records Administrators.

## Appendix 1: JRNL File Formats

JRNL can accept 3 files in CSV (comma-separated value) format for each library location (i.e. OCLC symbol) to establish the database of titles included in the JRNL database. *Note:* the library location is associated with this data during the JRNL Import function, and is not included as an explicit data field.

### A. Bibliographic file (CSV format)

The Bibliographic file identifies the titles that are covered by the program and establishes that title in the overall JRNL database.

*Note:* Duplicate records (by ISSN) that are imported later even if from other programs will map to the first one loaded (i.e. first in stays in, underlay not overlay).

| Column | Field                | Required/Optional | Note   | AGUA-provided data |
|--------|----------------------|-------------------|--|--------------------|
| A      | Title                | R                 |  |                    |
| B      | OCLC                 | R                 |  |                    |
| C      | Publisher            | O                 |  |                    |
| D      | ISSN                 | O                 | Format XXXX-XXXX   |                    |
| E      | LCCN                 | O                 |  |                    |
| F      | Dates of Publication | O                 |  |                    |
| G      | Subject              | O                 | Must be a valid 1-2 character subject code or leave cell blank |                    |

### B. Holdings file (CSV format)

The Holdings file identifies the summary holdings, type of validation (holdings confirmation type) and access/delivery for a given title at a given holding location. A Title (ISSN) may only have one Holding record in each Location.

| Column | Field                        | Required/Optional | Note  | AGUA-provided data                                   |
|--------|------------------------------|-------------------|---|--|
| A      | OCLC                         | R                 |   |  |
| B      | Holdings description         | R                 | Summary holdings  |  |
| C      | Holdings confirmation type   | R                 | "physical" or "bibliographic" based on Archive Type                           | Bronze = bibliographic<br>Silver and Gold = physical |
| D      | Complete                     | O                 | "Complete" or leave cell blank  | Leave blank  |
| E      | Publically accessible        | O                 | "Yes" or "No" or leave cell blank   | Leave blank  |
| F      | Circulation status           | O                 | "Circulating", "In Building Use Only", "Non-Circulating", or leave cell blank | Leave blank  |
| G      | Electronic document delivery | O                 | "EDD Only", "EDD Preferred", or leave cell blank                              | Leave blank  |

### C. Gaps file (CSV format)

The Gaps file identifies specific gaps that are needed (i.e. WEST "needs") at this location for individual titles.

| Column | Field       | Required/Optional | Note          | AGUA-provided data |
|--------|-------------|-------------------|---------------|--------------------|
| A      | OCLC        | R                 |               |                    |
| B      | Description | R                 | Gap statement |                    |