AGUA User Instructions

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I. Introduction to AGUA

AGUA is a user interface that provides access to various functions and reports to support WEST collection analysis and archiving.

URL: https://agua.cdlib.org/west

The AGUA Main Menu displays functions in three major areas: Member Functions, Reports and Downloads, and Contacts. The contents available under these headings will vary depending on your user permissions.

Note: To return to the main AGUA home page at any time, click on the "Western Regional Storage Trust | AGUA" text in the upper-left corner, which is available on all screens.

II. Login and logout

All WEST users must have an AGUA-specific account to login and use AGUA.

Login Screen:

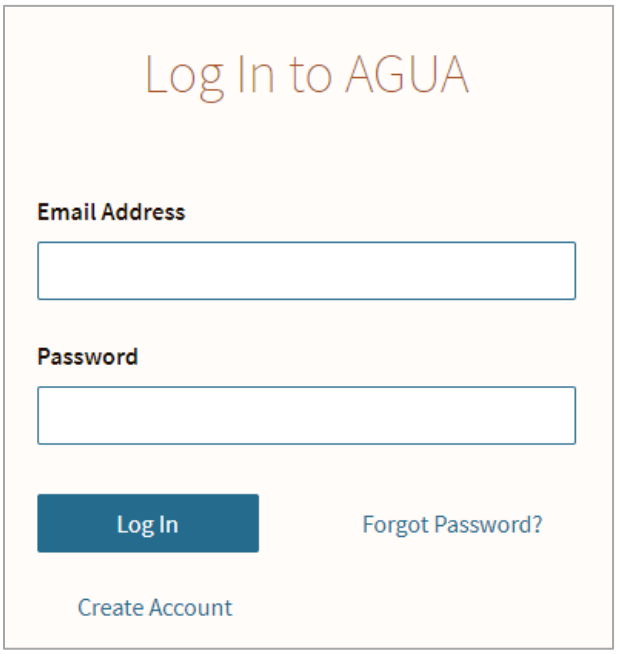


Figure 1: AGUA login screen

A. First-time Login

Any WEST library staff member may use the "Create an Account" link below the login box to self-register for AGUA.

In the registration form, enter your full name, email address, password (and confirm), and select your WEST member institution from the pull-down list. Optionally you may also enter your job title and phone number. Click Create Account.

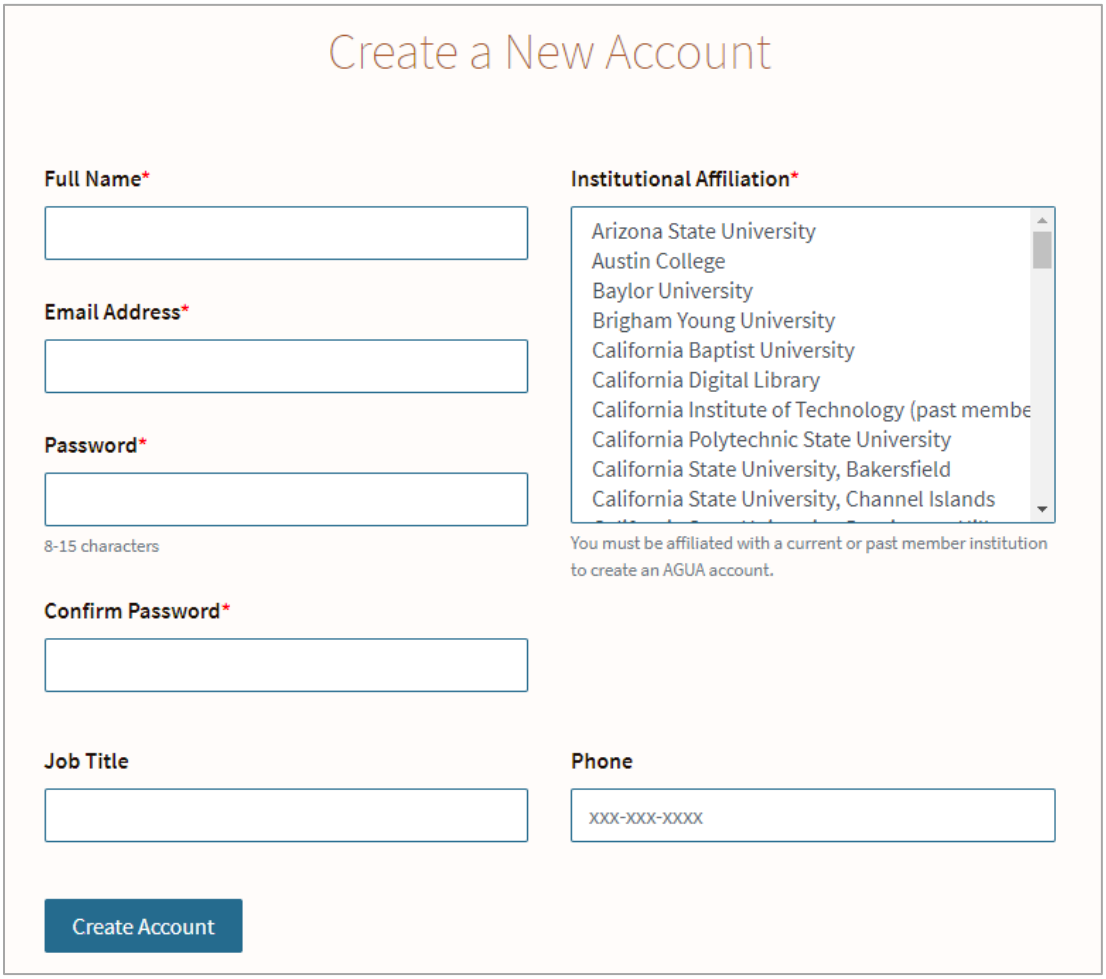


Figure 2: Create A New Account screen

The system will send a message to your registered email address to confirm the new account.

New users added through the Create Account function will be authorized for only two functional areas at this time: Bibliographic and Holdings Data Ingest and Reports and Downloads. Additionally, all users have permission to Update Your Account. Authorized library staff and WEST project staff may authorize new users for additional functions.

B. Resetting Your Password

If necessary, you may reset your AGUA password at any time by selecting the Forgot Password? link from the Login screen. (You don't need to enter User or Password before clicking the reset link.)

You will be taken to a page to enter the email address you originally registered:

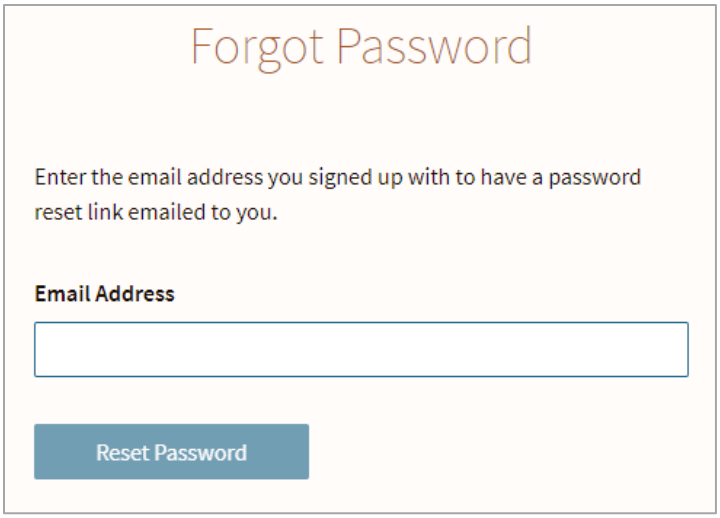


Figure 3: Reset password

The system will email a Password Reset link to you. **Please note**: The Forgot Password? option only works for email addresses that are already registered in the system.

Once you have received the Password Reset link by email, select the link provided to you. You will be asked to enter and confirm a password. Passwords must be between 8 and 15 characters.

C. Logout

To logout at any time, click the Log Out link found in the dropdown menu under your name in the upper right hand corner of the screen. Your name and this menu will display on every screen, allowing you to manage your account or log out at any time. When you log out, the system will return to the Login screen.

III. Functions

A. Bibliographic and Holdings Data Ingest

At various points in the year WEST members are asked to submit data, either for analysis (unarchived holdings) or to report archiving activity (retention disclosure). This submission process and some data review is performed directly in AGUA.

Files must follow this naming conventions:

Unarchived holdings ingest:

<OCLC symbol>.<ILS code>.<rec type>.<submissiondate>..<extension>

During the unarchived ingest, anticipated file types are “bib,” “holdings,” or “combined.”

Disclosure:

<OCLC shared print second symbol>.<ILS code>.<type of file>.<date produced in yyyymmdd format>

During disclosure, the file type should be “archived.”

Please note that your OCLC symbol must be followed by a period (.) for AGUA to accept it. If your OCLC symbol is not followed by a period in the file name, AGUA will reject it.

1. Upload Your File

AGUA offers two options for uploading a file: upload file from your desktop and upload file from remote server.

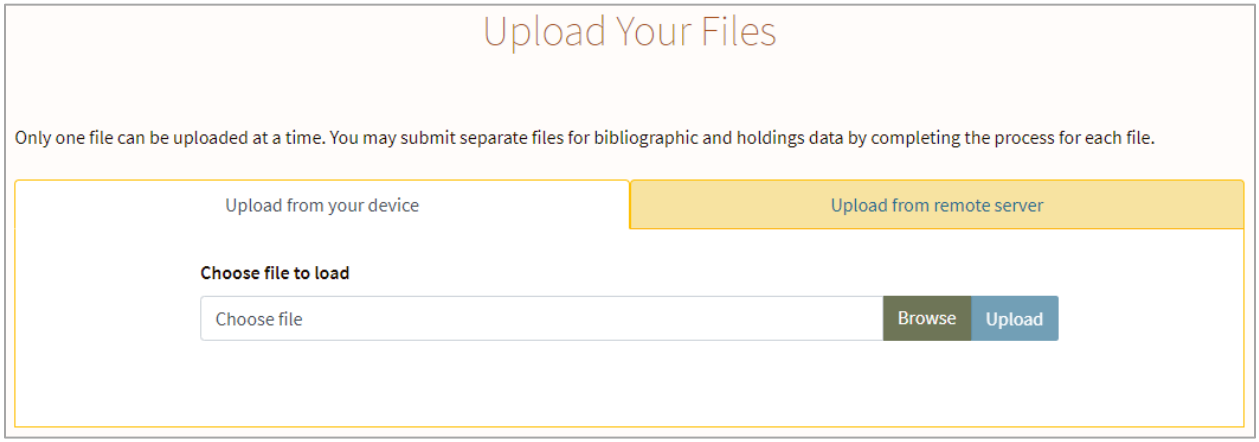


Figure 4: Upload files to AGUA

i. Upload file from your device

This option allows you to submit a file that is saved on your computer. This option is ideal for those members who do not have direct server access.

ii. Upload from remote server

This option allows you to use the command line to upload a file via a remote server. This option is appropriate for those members who have very large files and also have direct server access.

2. Set Storage Location and Exclusion Flags

This function is used during the unarchived ingest period. On this page members will review the locations that were identified in their unarchived holdings by AGUA during the ingest process and mark which locations are storage (as opposed to open stacks), which should be excluded from overlap analysis, and which should be excluded from Archive Holder and/or Archive Builder proposal.

Institution: Arizona State University **Status:** IN_PROGRESS

Holdings Location Code	OCLC SP Symbol	Storage Location	Overlap Analysis Exclusion	Holder Proposal Exclusion	Builder Proposal Exclusion
		Select All		Select All	Select All
law-azref	AZC	☐	☑	☑	☑
law-core	AZC	☑	☐	☑	☑
law-elh	AZC	☑	☐	☐	☐
law-hirsch	AZC	☐	☐	☐	☐
law-indian	AZC	☑	☑	☑	☑
law-media	AZC	☐	☑	☑	☑
law-ref	AZC	☐	☑	☑	☑
law-rsv	AZC	☐	☑	☑	☑
law-ssc	AZC	☐	☐	☐	☐
law-state	AZC	☐	☐	☑	☑

Figure 5: Location selection for collections analysis

a. Submit. To register your final location selections, select Submit at the bottom of the screen. The system will take you back to the Define Location Storage Flags and Exclusions screen. At this point you will be able to view your location selections, but you cannot make any changes. Email the Collections Analyst if you need to make any changes to your location selections. The Collections Analyst will be in touch if there are any questions about any of your selections.

b. Save and Quit. If you need more time to complete your location selection, choose "Save and Quit" instead of Submit. This will save the location selections recorded so far so you can return to this function later.

B. Archiving Commitments

Proposed Archive Holders and Archive Builders use this AGUA module during each cycle to review journal families proposed for archiving and to record their library's archiving decisions.

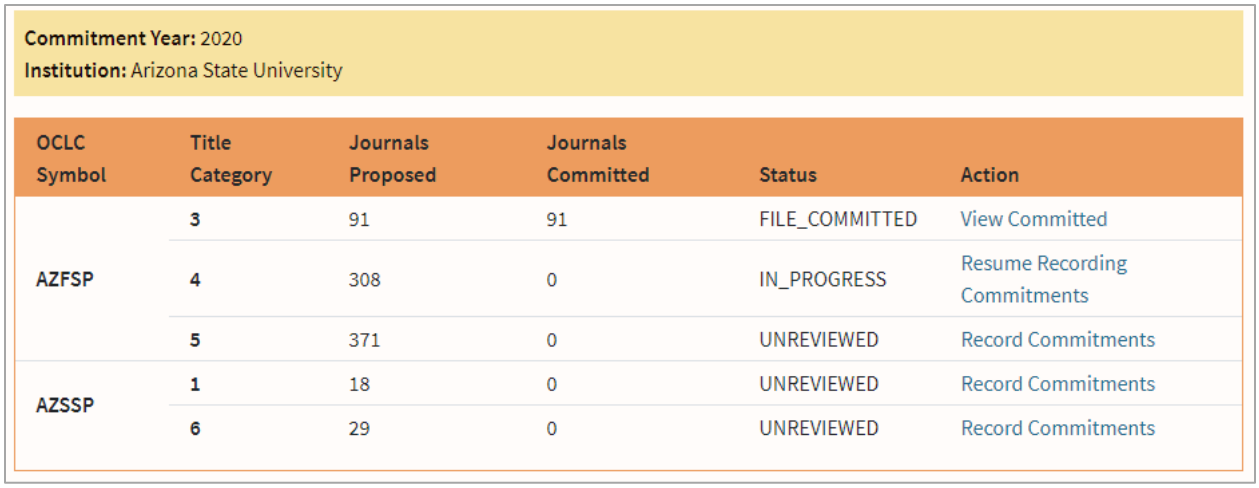
WEST recommends that you perform this review in the following sequence (details described after):

1. Select Review Proposed Journals from the main menu to see summaries of Title Categories and journals proposed for archiving at your institution (by OCLC symbol).
2. To see a full list of all journals that are being proposed for a title category, select the Record Commitments link in the Action column.
3. In the "Relevant reports" section at the top of the Record Commitments page, select Preview Proposed Journals to download and save files of the journals being proposed to your institution for that title category for local review and decision-making. Also available in this section is a report to Preview WEST Holdings for your proposed journals in that title category, which provides information about holdings at other WEST members that may facilitate future gap-filling.
4. Review your downloaded files for each Title Category offline using established local procedures.
5. Once your library has made its decisions for a given Title Category, return to the Review Proposed Journals page and select Record Commitments for that Title Category.
6. In the Record Journal Commitments function, record your library's commitments by selecting all or individual journal families. If you do not want to commit to a particular journal family in the current archiving cycle, select "Do not commit this cycle." If you do not want to commit to a particular journal family *and* you do not want to have it proposed again in the future, select "Do not commit or re-propose."
7. For Silver (Title Category 3) and Gold (Title Categories 4 and 5), Archive Builders should save but do not submit final commitments until AFTER checking that commitments match the institution's archive creation budget in the Review Budget function. Separate instructions will be provided.
8. When your decisions are final, submit your final commitment for that Title Category. Once final commitments are submitted for a Title Category, you may display and download a report detailing your Committed Journals for that Title Category. The report will be made available the day after the commitments are submitted.

1. Review Proposed Journals

To access the Review Proposed Journals page, the user must have "Holder" permissions set for their AGUA account. This permission can be granted by your institution's Campus Admin or by WEST staff.

The system will display a summary list of files produced for your institution, broken down by OCLC Symbol and then Title Category. The "Status" column describes the review status of the proposals for that title category; the "Action" column describes the step that the user can take on proposals for that title category.

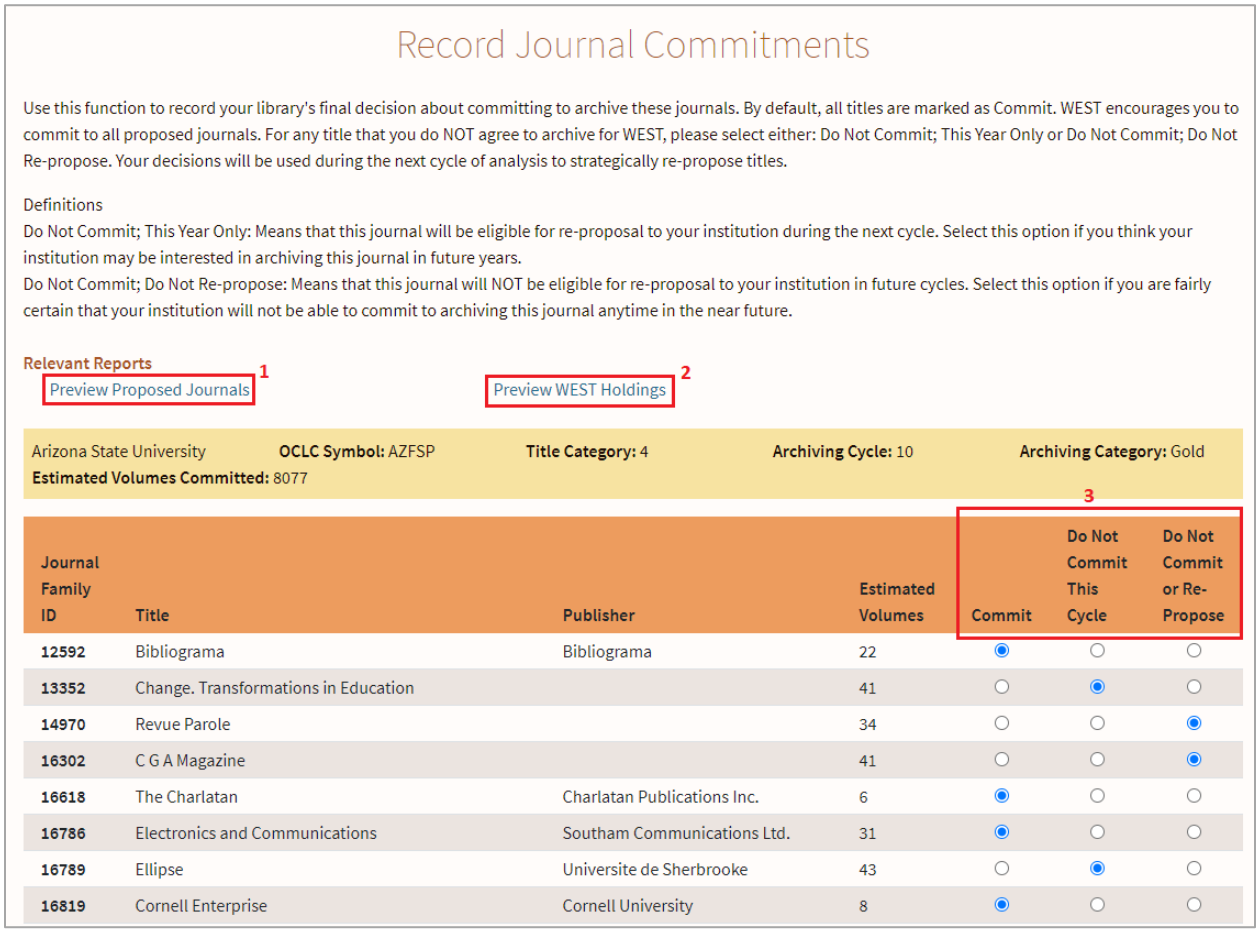


Commitment Year: 2020
Institution: Arizona State University

OCLC Symbol	Title Category	Journals Proposed	Journals Committed	Status	Action
AZFSP	3	91	91	FILE_COMMITTED	View Committed
	4	308	0	IN_PROGRESS	Resume Recording Commitments
	5	371	0	UNREVIEWED	Record Commitments
AZSSP	1	18	0	UNREVIEWED	Record Commitments
	6	29	0	UNREVIEWED	Record Commitments

Figure 6: Review archiving proposals

To see the journals being proposed for a title category, select the link in the Action column. This will take you to the Record Journal Commitments page, which also includes links to the Preview Proposed Journals report and the Preview WEST Holdings report.



Record Journal Commitments

Use this function to record your library's final decision about committing to archive these journals. By default, all titles are marked as Commit. WEST encourages you to commit to all proposed journals. For any title that you do NOT agree to archive for WEST, please select either: Do Not Commit; This Year Only or Do Not Commit; Do Not Re-propose. Your decisions will be used during the next cycle of analysis to strategically re-propose titles.

Definitions
Do Not Commit; This Year Only: Means that this journal will be eligible for re-proposal to your institution during the next cycle. Select this option if you think your institution may be interested in archiving this journal in future years.
Do Not Commit; Do Not Re-propose: Means that this journal will NOT be eligible for re-proposal to your institution in future cycles. Select this option if you are fairly certain that your institution will not be able to commit to archiving this journal anytime in the near future.

Relevant Reports
Preview Proposed Journals 1
Preview WEST Holdings 2

Arizona State University **OCLC Symbol:** AZFSP **Title Category:** 4 **Archiving Cycle:** 10 **Archiving Category:** Gold
Estimated Volumes Committed: 8077

3

Journal Family ID	Title	Publisher	Estimated Volumes	Commit	Do Not Commit This Cycle	Do Not Commit or Re-Propose
12592	Bibliograma	Bibliograma	22	◉	○	○
13352	Change. Transformations in Education		41	○	◉	○
14970	Revue Parole		34	○	○	◉
16302	C G A Magazine		41	○	○	◉
16618	The Charlatan	Charlatan Publications Inc.	6	◉	○	○
16786	Electronics and Communications	Southam Communications Ltd.	31	◉	○	○
16789	Ellipse	Universite de Sherbrooke	43	○	◉	○
16819	Cornell Enterprise	Cornell University	8	◉	○	○

Figure 7: Record journal commitments

i. Preview Proposed Journals report

After selecting a title category, you will have the option to view and/or download a "Preview Proposed Journals" report (marked with a red '1' in the above image) which lists all the archiving proposals for that Title Category. The file will open in a new tab. Download and save this file (tab-separated values) for local review. (To download, right-click on the screen and choose "Save As" from the resulting menu).

ii. Preview WEST Holdings report

In addition to the report listing local holdings for archiving proposals, AGUA also provides a report that lists the holdings for those proposals at other WEST member institutions. These reports are used by Archive Builders to facilitate gap filling activities for Title Categories 3, 4, and 5 (Silver and Gold). This report is also made available for Title Categories 1 and 6 (Bronze) for informational purposes (Bronze holdings are not actively compiled and validated).

Select the "Preview WEST Holdings" report link (marked with a red '2' in the above image) to view and save this file (tab-separated values) for local review and decision-making. (To download, right-click on the screen and choose "Save As" from the resulting menu).

iii. Record Journal Commitments

This function allows users to record decisions about which of the proposed journals the user's institution will commit to archive within individual Title Categories.

From the Review Proposed Journals screen, select link in the Action column for the Title Category for which you wish to record decisions. For Title Categories with a Status of FILE_COMMITTED, you will be able to view the selections that were submitted, but will not be able to edit them.

The system displays details about all of the proposed journal families in this OCLC Symbol and Title Category with a separate journal family in each row. **Please note**: Some lists may be lengthy and will require scrolling to review them all.

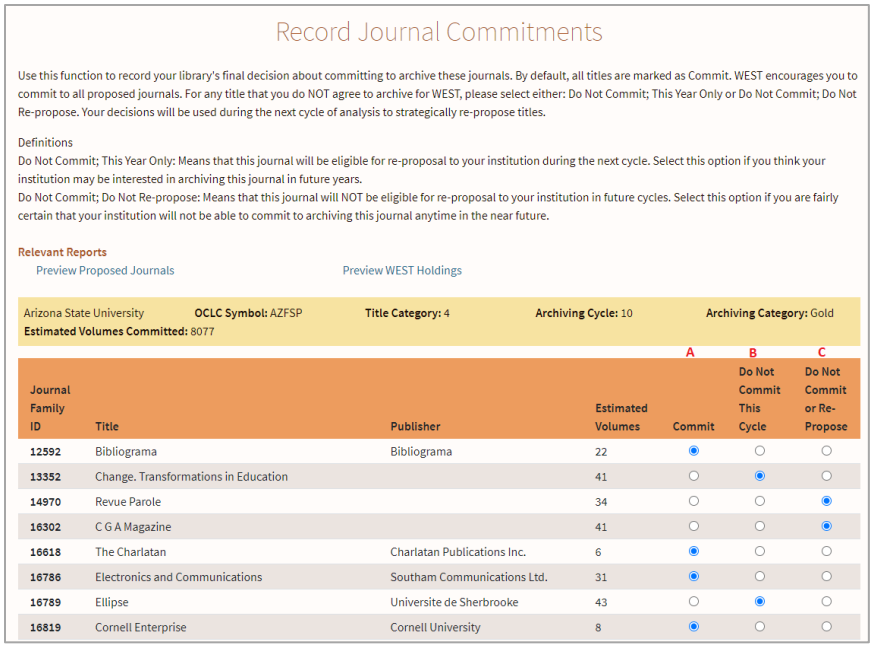


Figure 8: Record journal commitments, highlighting archiving decision options

a. Committing to all proposed journals. Libraries are encouraged to commit to archive all of the proposed journal families in a given Title Category. To select all, check the Commit box in the column heading (marked with a red 'A' in the above image). This will check all of the proposed journal families in this category.

b. Committing to some journals. Libraries may need to eliminate certain journal families from the proposed list. To commit to most and eliminate some, check the Commit box in the column heading to mark all as committed. For any you cannot commit to, you have two options:

   i. *Do Not Commit; This Year Only*: select this option (marked with a red 'B' in the above image) if your institution would be willing to consider the selected journal family at a future time. Selecting this option means that the journal family may be re-proposed to your institution in the future.

   ii. *Do Not Commit; Do Not Re-propose*: select this option (marked with a red 'C' in the above image) if it is unlikely your institution will be able to archive this journal family in the future. Selecting this option will flag the journal family so that it is not re-proposed to your institution.

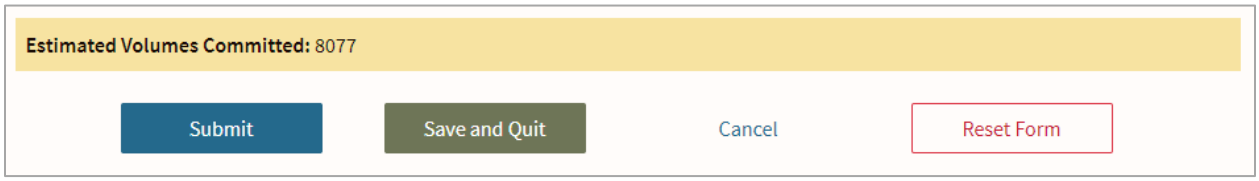


Figure 9: Record journal commitments submission options

c. Resetting the form. To reset the commitment selection form and start over, select the "Reset Form" button at the bottom of the page. This will update all proposals to the default selection, which is "Commit."
d. Submit. To register final commitments, select the "Submit" button at the bottom of the page. The system will display a confirmation screen with an opportunity to provide a comment. After you Submit Final Commitments for any Title Category, the system will produce the final Committed Journals report for that Title Category and will update the "Journals Committed" column to reflect the total of your final commitments for that Title Category. The system notifies you that the Committed Journals report will be available in the "Archiving Commitments" reports the next day.
e. Save and Quit. If you need more time, choose "Save and Quit" button at the bottom of the page instead of Submit. This will save the commitments recorded so far so you can return to this function later. Please note that "Save and Quit" does not update the "Journals Committed" column. Those totals are updated only upon submitting final commitments. Use "Save and Quit" especially for Title Categories 3-5 so you can confirm the archiving budget with WEST staff before submitting your final commitments.

iv. Download Committed Journals reports

Once final commitments have been submitted for a Title Category, the system will produce Committed Journals and WEST Holdings reports; these reports are ready the day after commitments are submitted. These reports available on the "Archiving Commitment Reports" page linked on the AGUA home page. See section IV.C. Download Archiving Commitment Reports for instructions on how to use these reports.

2. Review Budgets

Archive Builder budgets are set at the beginning of the Archive Cycle and any Silver and Gold commitments must fall within the Builder's allotted budget. As Builders make commitments in Title Categories 3, 4, and 5, this table will reflect the estimated number of volumes that are committed and the corresponding subsidy the Builders will receive as they archive those materials.

To access the Review Budgets page, the user must have "Builder" permissions set for their AGUA account. This permission can be granted by your institution's Campus Admin or by WEST staff.

IV. Reports and Downloads

This section provides access to reports produced in the course of WEST archiving activities. Any user may view and download reports for the OCLC symbol(s) associated with that user's WEST member institution.

For each kind of report except the On Demand Comparison and the All Titles Archived by WEST report, use the following steps:

- Choose the desired report type from AGUA home screen (see report types below)

- Select the link to a specific report. The Collection Comparison and Archiving Commitment reports are organized by OCLC symbol, year/archive cycle, and, when applicable, title category. The report will open in a new browser tab as a file of tab-separated values.
- Download and save the file for local use. To download, right-click on the screen and choose "Save As" from the resulting menu. The file may be opened in any spreadsheet program for further review or processing.

AGUA keeps reports from previous cycles so they may be downloaded again for future use.

A. Run On Demand Collection Comparison Reports

The On Demand Collection Comparison Report allows all WEST members (both full and supporting) to upload a locally prepared list of journals to be compared against the AGUA archived titles registry. Reports are generated on the fly (immediately following upload of the local list), and can be run as often as needed anytime throughout the year.

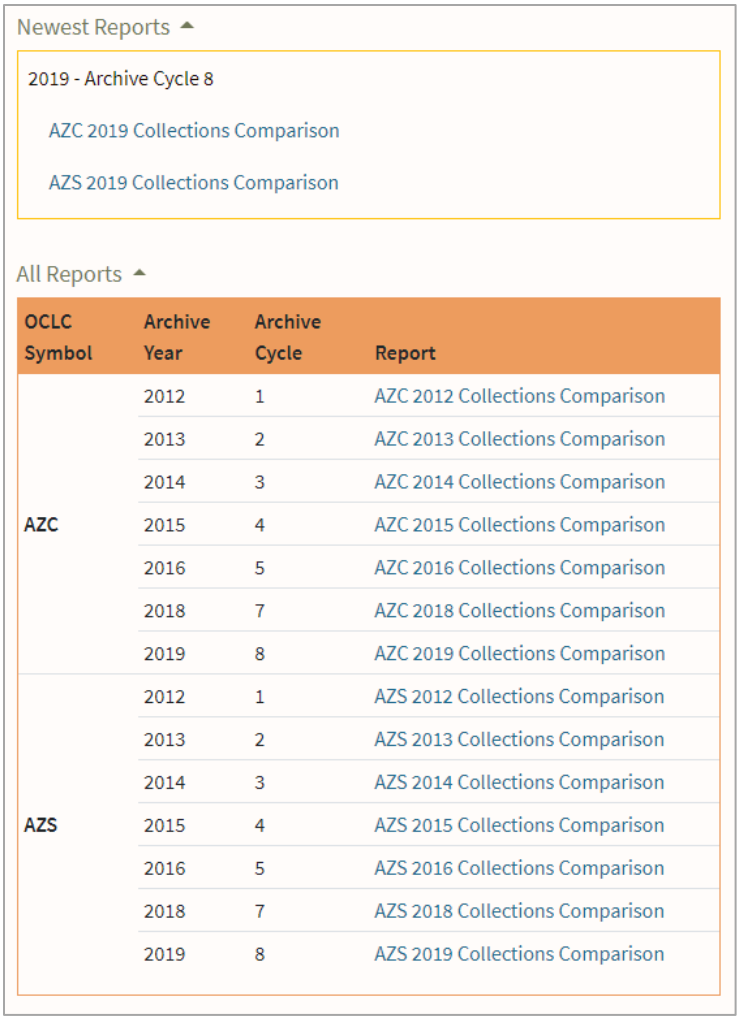
The On Demand report will help member libraries produce a comparison report whenever they need it and with the most recent archived holdings data available. The On Demand report will also include contact information for the institution responsible for each archived backfile, allowing members to more easily offer volumes to fill gaps.

See Appendix 1 for detailed instructions on using the On Demand Comparison report.

B. Download Collection Comparison Reports

Currently, WEST produces annual collection comparison reports for "full" WEST members only (i.e. not "supporting" members). The comparison report compares a library's holdings to AGUA's archived titles registry and reveals overlap; this allows members to see which of their locally held journals is being archived by another WEST member.

The reports are produced at the end of each WEST disclosure period for all institutions that provided unarchived holdings files for comparison at the beginning of the current archive cycle. The archive cycles and years shown below indicate the cycle that was completed and the year the Collection Comparison Reports were produced. The current year's report is available in the "Newest Reports" box; previous years' reports available in the "All Reports" table. If an institution submitted unarchived holdings for multiple OCLC symbol, reports for each are available on this page.



OCLC Symbol	Archive Year	Archive Cycle	Report
AZC	2012	1	AZC 2012 Collections Comparison
	2013	2	AZC 2013 Collections Comparison
	2014	3	AZC 2014 Collections Comparison
	2015	4	AZC 2015 Collections Comparison
	2016	5	AZC 2016 Collections Comparison
	2018	7	AZC 2018 Collections Comparison
	2019	8	AZC 2019 Collections Comparison
AZS	2012	1	AZS 2012 Collections Comparison
	2013	2	AZS 2013 Collections Comparison
	2014	3	AZS 2014 Collections Comparison
	2015	4	AZS 2015 Collections Comparison
	2016	5	AZS 2016 Collections Comparison
	2018	7	AZS 2018 Collections Comparison
	2019	8	AZS 2019 Collections Comparison

Figure 10: Collections comparison reports

C. Download Archiving Commitment Reports

WEST users from Archive Holder and Archive Builder institutions may download Archiving Commitment Reports that were produced for their institution. These reports are the result of WEST Archive Holders and Builders submitting final archiving commitments for a given archive cycle and title category. The reports are available the next day after final commitments are submitted, and are retained for downloading thereafter. The archive cycles and years shown below indicate the cycle and year in which the commitments were made, and the title category to which the committed journal families belong.

Newest Reports:

Figure 11: Archiving commitment reports - Newest reports

All Reports:

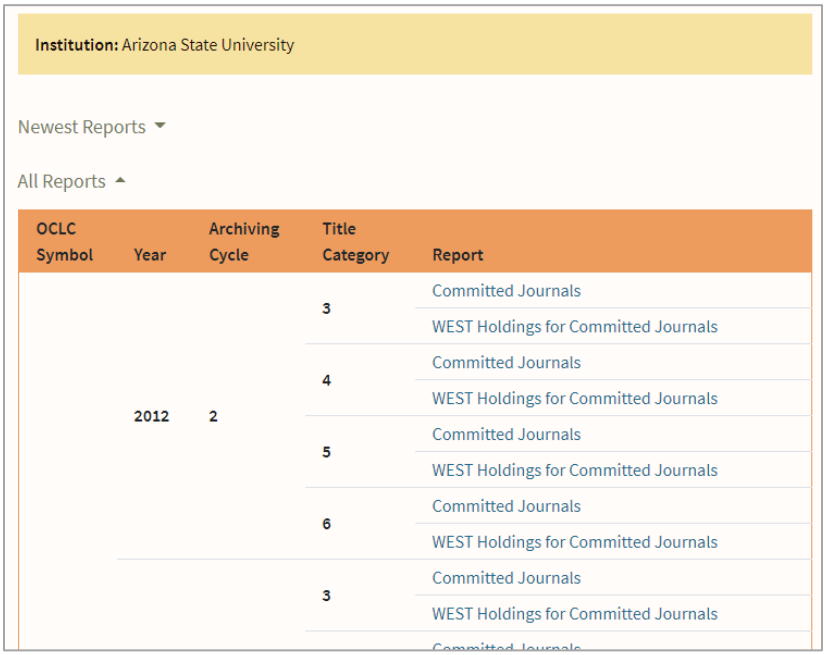


Figure 12: Archiving commitment reports - All reports

Archiving Commitments reports include:

- *Committed Journals*: detailed information about journal families and print titles that were committed for archiving by this institution for each Title Category, including volumes held and local record ID
- *WEST Holdings for Committed Journals*: for Silver and Gold titles committed in each archive cycle, information about holdings for each title at other WEST members is available to facilitate gap-filling by Archive Builders. These reports are also available for Bronze titles committed since 2018.

D. Download Not-Committed Reports

WEST users may download Not-Committed Reports that were produced at the end of each archive cycle. These reports include all journals for each Title Category that were proposed to any Archive Holders and Builders but were not committed for archiving. The reports are produced all at once at the end of the archive cycle after all final commitments have been submitted. The archive cycles and years shown below indicate the cycle and year in which the journals were proposed but rejected.

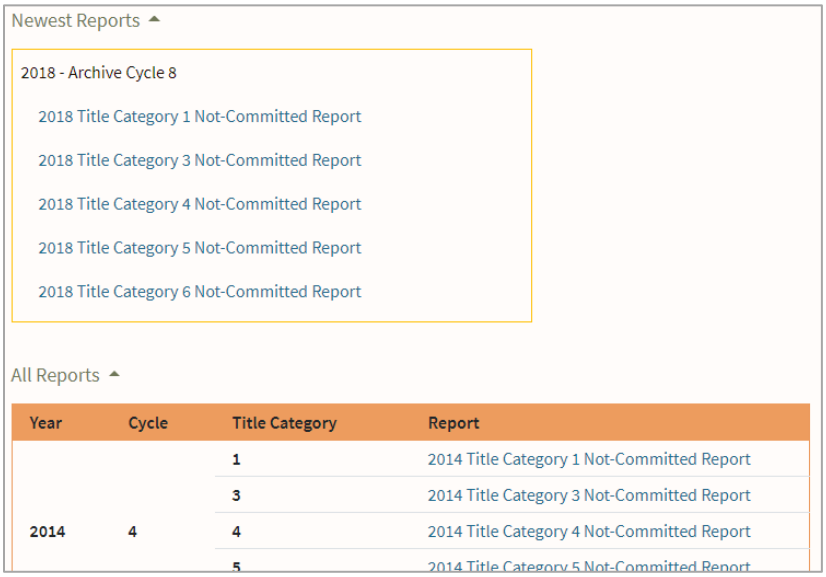


Figure 13: Not committed reports

E. Summary by Institution Reports

These reports are available for each Archive Cycle, and list the institutions that participated in that cycle's collection analysis and how many records in their submitted met various criteria, including the total number loaded, the number with ISSNs, how many records matched to a journal family, and how many records were assigned to each title category.

F. Summary by Category Reports

These reports analyze the overlap levels by journal family. WEST users can use these to see duplication levels in each title category for each archive cycle.

G. All Titles Archived by WEST Report

This report is generated "on the fly" and is automatically downloaded to your computer when selected. This report is a list of all titles that have been archived by WEST member institutions for the WEST program, and include which Archive Type the titles belong to.

H. JRNL Export Files

WEST participates in JRNL, the Journal Retention and Needs Listing tool developed by the University of Florida to help institutions engaging in shared print display and review any gaps in retained holdings. Archivers are highly encouraged to submit their holdings and any gaps to JRNL as a way to solicit contributions to fill those gaps, and all members are encouraged to use JRNL to identify gaps in retained titles held at other institutions that could be filled.

Using the retained holdings disclosure data that Archivers submit to WEST at the end of each Archiving Cycle, WEST generates files for each institution that can be used to populate JRNL. Members are responsible for submitting these files to JRNL and for coordinating any subsequent gap-filling activity.

Institution: Arizona State University

OCLC SP Symbol	OCLC SP Location	Archive Category	JRNL Export Files
AZFSP	Arizona State University Shared Print in Storage	Gold	AZFSP Gold Disclosed Files
		Silver	AZFSP Silver Disclosed Files
		Bronze	AZFSP Bronze Disclosed Files
AZSSP	Arizona State University Shared Print in Place	Bronze	AZSSP Bronze Disclosed Files

Figure 14: JRNL export files

More information about using JRNL and gap filling can be found at the University of Florida Library website: http://guides.uflib.ufl.edu/JRNL

V. Contacts

AGUA includes contact information for the WEST project team as well as key staff at WEST member institutions. This information is available and accessible to all registered AGUA users.

A. Contact WEST Staff

AGUA users may use the Contact WEST Staff link on the AGUA dashboard to contact the WEST project team at any time. This link will open a draft email in your email client.

B. Institution Contact Roster

The Institution Contact Roster lists Primary, Alternate, and Technical contacts for each current WEST member institution. WEST members are expected to keep these contacts up to date so the most current information is made available both in this roster and in various reports generated by AGUA (such as Collection Comparison reports).

To use the roster, click on an institution name to expand the drawer and see the contacts for that institution. If you want to see the full roster at once, use the Download Roster button at the top of the page.

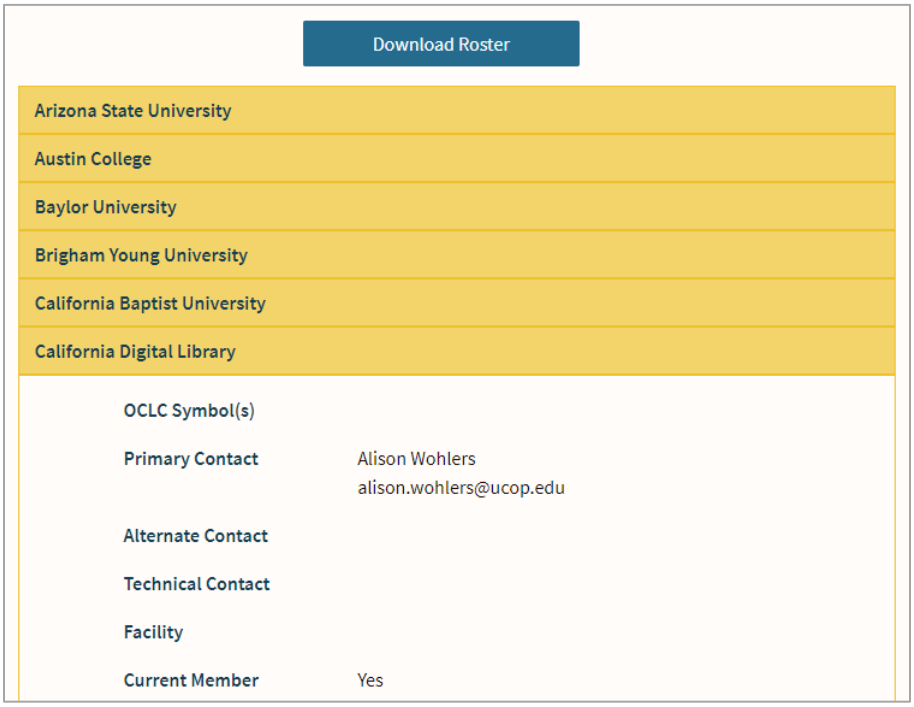


Figure 15: Institution contact roster

C. Update Your Institution Contact(s)

Users with Campus Admin privileges may update their institution's primary, alternate, and technical contacts. Each institution may include up to three staff contacts. These should be staff who are involved in the archiving process, or who act as WEST contacts for requesting or offering volumes to archiving institutions. Campus Admins will not be able to change their institution's WEST membership status.

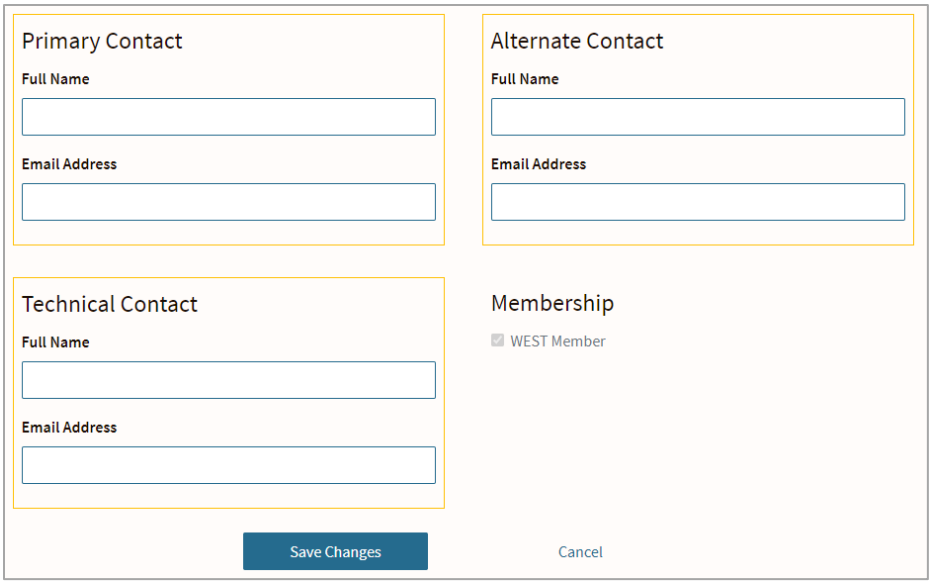


Figure 16: Update your institution contact(s)

Once you are finished updating your contacts select Save Changes. The new contact information will be available in the Institution Contact Roster and in the On Demand Collection Comparison Report. The new contacts will also be used to populate the next set of Collection Comparison reports that are generated after the next Disclosure period (generally in the late summer). Contact information on past Collection Comparison reports will not be updated.

VI. User Administration Functions

This set of functions allows users to update their own user records or, if authorized, to update the records of other users at their institution.

A. Authorized roles

Each authorized user of AGUA is assigned roles that authorize access to certain functions. All users are automatically authorized as “Readers”, with access to WEST Member Reports and Update Own Record functions. Users may be authorized for other roles in addition, as appropriate.

Table 1: Table of AGUA Authorized Roles and corresponding functions

	Authorized Roles				
AGUA Function	**Reader**	**Holder**	**Builder**	**Campus Admin**	**WEST Admin**
WEST Member Reports	x				
Archiving Commitments		x	x		
Archiving Budget			x		
User Permissions: Update own record	x				
User Permissions: Manage a library's user permissions				x	x

B. Update Your Account

Each user has permission to update certain information in their AGUA account. The Update Your Account function is available in the dropdown menu in the top right hand corner of each page, under your name, when you are logged in:

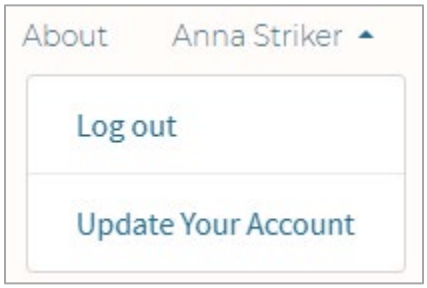


Figure 17: User management option menu

This function allows users to update the name, phone number, and job title associated with their AGUA account. Users may not change their email address or institution affiliation. If either of these fields is wrong, you must Delete your current user record, then use Create New Account on the initial login screen to add a new record. Most users will not be able to change their Authorized Roles (only users with the Campus Admin role may update what roles are assigned to users within their WEST member institution).

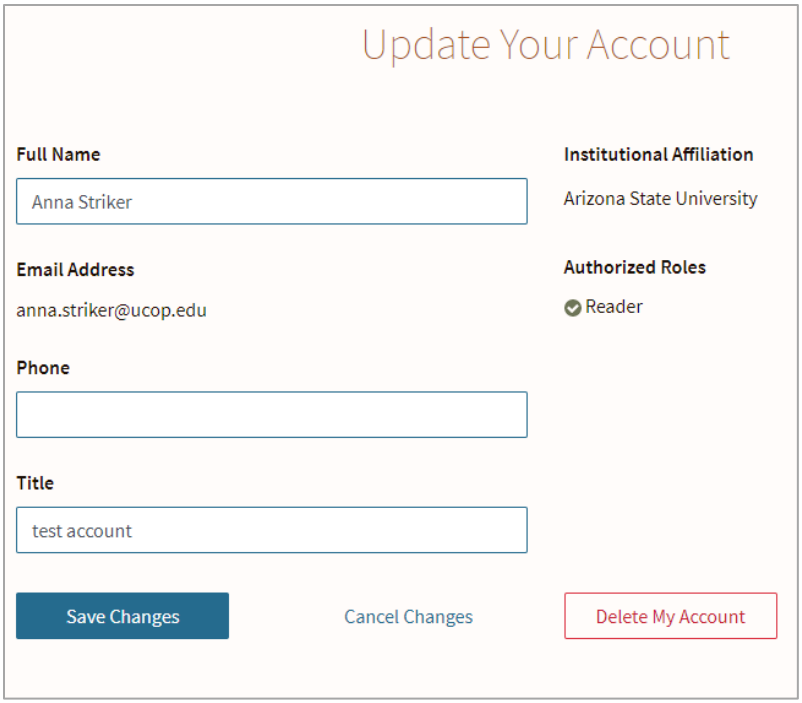


Figure 18: Update your account

If you make changes, you will need to log out and log in again to see the changes reflected.

C. Manage Your Library's Users

WEST library staff with the Campus Admin authorization role may use this function to add or delete users and manage user permissions for their own institution.

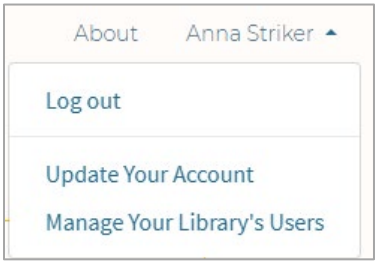


Figure 19: User management option menu - Campus Admin view

The system will display existing user records affiliated with your institution.

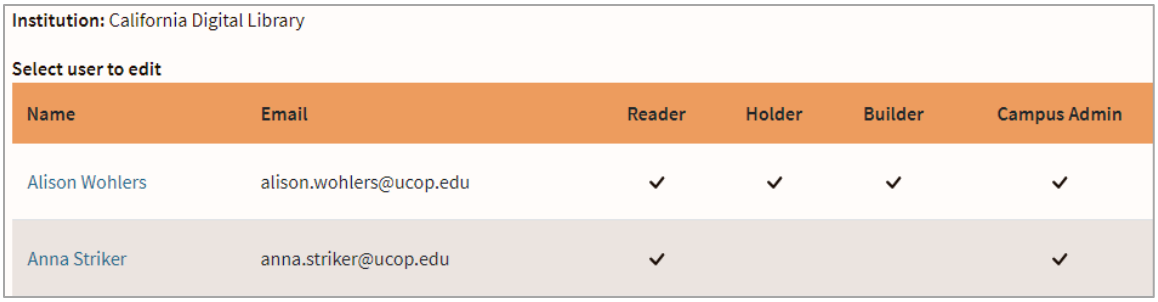


Figure 20: Manage your institution's users

1. Edit User

To edit a user account, select the name of the user record. The system will display existing information for that user.

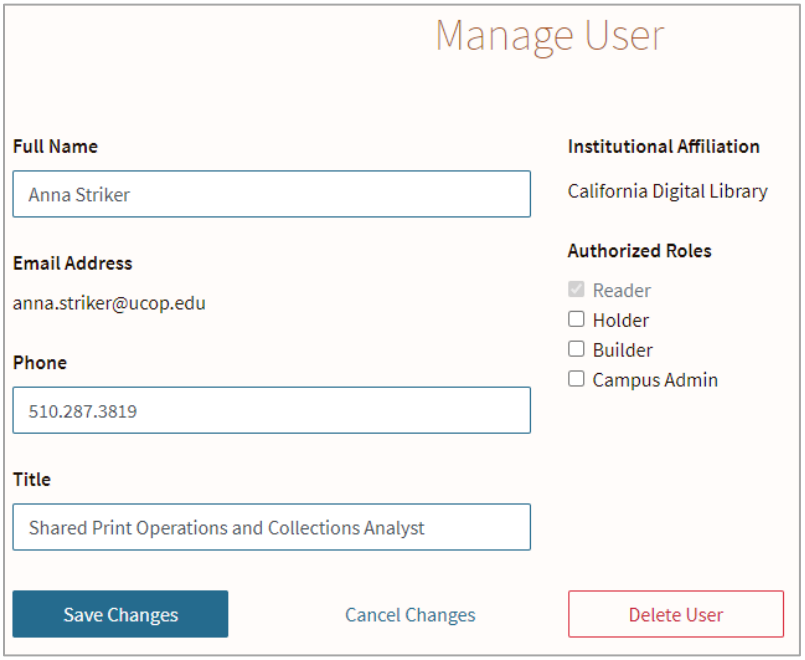


Figure 21: Manage User

As authorized Campus Admin, you may update the name, phone number, and job title associated with the account, as well as assign or remove authorized roles.

Select the Save Changes button when you have finished your edits. The system will automatically send an explanatory email to the user.

2. Delete user

To delete a user account from your institution, open the account following the above instructions, then select the red Delete User button, then confirm.

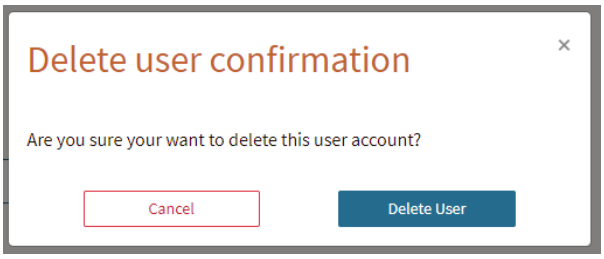


Figure 22: Delete User confirmation popup message

3. Add User

To add a user for your institution, select the Add User at the bottom of the table of users for your institution. If you select Add User, the system will display a blank form similar to the Edit User display.

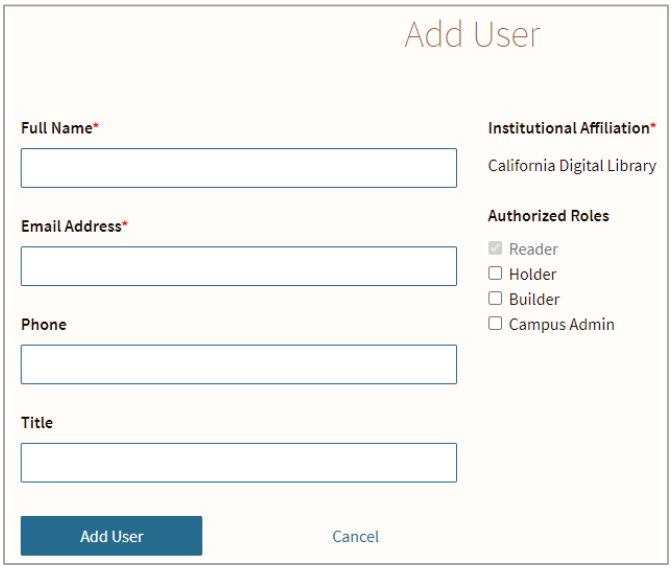


Figure 23: Add user

Enter the new user's full name and email address, and, optionally, their phone number and job title. The Institutional Affiliation is set to your own institution and cannot be changed.

All users are authorized as Readers. If you wish this user to have other privileges in addition (see the Authorized Roles table, above), use the check boxes under Authorized Roles to grant these.

Select Add User when you have finished your changes. The system will automatically send an explanatory email to the new user.

1. Appendix 1: Using the On Demand Comparison Report

The locally-prepared file of title records can contain all local journal holdings or a subset; the comparison only requires 1-2 identifiers (OCLC number or ISSN) to match your local list to AGUA's registry of archived titles.

Like the annual Collection Comparison Report, the On Demand report may produce multiple rows for a single journal. This is because some archives are held across multiple locations and holdings records. An example of this can be found below, in the screenshot for Test File #4's On Demand Collection Comparison Report.

1. Navigate to "Run On Demand Comparison Report"

On the main AGUA dashboard, under WEST Library Functions, please click on the first report to access the On Demand Collection Comparison Report.

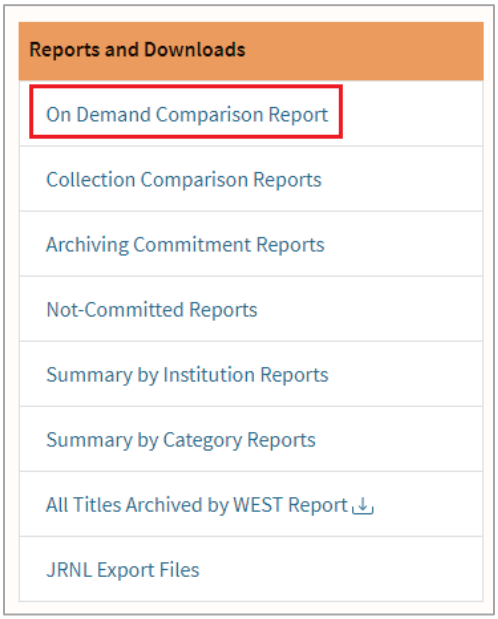
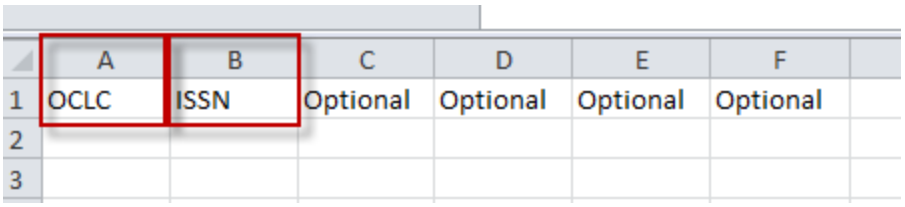


Figure 24: On Demand Comparison Report position on AGUA homepage

2. Preparing and uploading your local title list

Your title list needs to be saved as a CSV file. Moreover, each record/row on your list must have an OCLC number (stored in the first column) and/or an ISSN (stored in the second column). Both columns must be present on your spreadsheet, even if your file contains only OCLC numbers or only ISSNs. Each row can have only one OCLC number and one ISSN recorded in the appropriate column. ISSNs must be formatted as XXXX-XXXX.



	A	B	C	D	E	F
1	OCLC	ISSN	Optional	Optional	Optional	Optional
2						
3						

Figure 25: Required and optional columns in On Demand Comparison input file

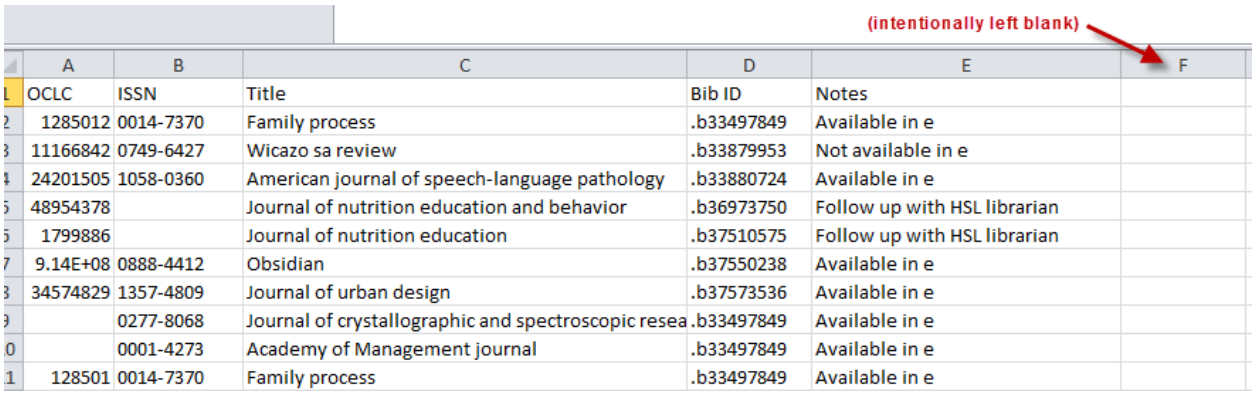
An additional four columns of data may be added to your title list; these are optional and can be used at the member library's discretion. Please see the example local title lists immediately below (for Test Files #4 and #5); note that both examples use the optional columns differently. You do not need to use all four of the optional columns (or any at all). Please feel free to leave unused "optional" columns blank. All data included in the uploaded local title list will be provided back to users in the On Demand Collection Comparison report.

Local Title List Example #1 (Test File #4):

	Required (one or both)		Optional (can use between 1-4 additional columns; must be located in columns C, D, E & F)			
	A	B	C	D	E	F
	OCLC	ISSN	Bib ID	Title	Holdings Location Code	Local Staff Contact
	2385303	1069-8337	9.91064E+16	Journal of the Society of Biblical Literature and	axstx	Jerome
	6777181	0074-1922	9.91065E+16	International auction records.	arstx	Sara
	3790802	0308-6984	9.91065E+16	ECS; IEE journal on electronic circuits and syster	axbak	Jerome
	2449144	0006-3835	9.91063E+16	Nordisk tidskrift for informationsbehandling.	axstx	Sara
	8736378		9.91066E+16	Beiheft zur Internationale Zeitschrift fuì^r Vitam	hsser	Sara
	35196731	1090-0233	9.91065E+16	The veterinary journal.	hsser	Nina
	16581898	0169-555X	9.91065E+16	Geomorphology.	szstx	Sara
	10321961	0742-7778	9.91062E+16	CALICO journal.	szstx	Nina
	1752145		9.91063E+16	Historische Zeitschrift.	szstx	Jerome
	3660718	0193-3892	9.91065E+16	La Coroìnica.	szstx	Nina
	31904348	0320-8168	9.91064E+16	Voprosy statistiki.	szstx	Jerome
	34106548	1359-7345	9.91062E+16	Chemical communications : Chem comm / the R	szstx	Nina
		0149-0389	9.91064E+16	Terrorism.	szstx	Sara
	1709098	0066-2062	9.91069E+16	Annales de deìmographie historique.	axbak	Nina
	1767375	0040-490X	9.91069E+16	Textile chemist and colorist.	szstx	Jerome
	1788330	0090-3515	9.91071E+16	ARLIS/NA newsletter.	axbak	Sara
	25574875	0965-8564	9.91072E+16	Transportation research.	enper	Nina
	1787681	0091-8296	9.91071E+16	Missiology.	szstx	Jerome
	39488371		9.91072E+16	Entertainment design.	axstx	Sara
	1567520	0531-8327	9.91069E+16	Educating the disadvantaged.	szstx	Jerome
	20287891	1045-9235	9.9107E+16	IEEE LCS : the magazine of lightwave communica	axbak	Sara
	1536678	0006-6265	9.91061E+16	Boletiìn de filologiìa espaniìfola.	szstx	Nina

Figure 26: Example On Demand Comparison input file

Local Title List Example #2 (Test File #5):



	A	B	C	D	E	F
1	OCLC	ISSN	Title	Bib ID	Notes	
2	1285012	0014-7370	Family process	.b33497849	Available in e	
3	11166842	0749-6427	Wicazo sa review	.b33879953	Not available in e	
4	24201505	1058-0360	American journal of speech-language pathology	.b33880724	Available in e	
5	48954378		Journal of nutrition education and behavior	.b36973750	Follow up with HSL librarian	
6	1799886		Journal of nutrition education	.b37510575	Follow up with HSL librarian	
7	9.14E+08	0888-4412	Obsidian	.b37550238	Available in e	
8	34574829	1357-4809	Journal of urban design	.b37573536	Available in e	
9		0277-8068	Journal of crystallographic and spectroscopic resea	.b33497849	Available in e	
10		0001-4273	Academy of Management journal	.b33497849	Available in e	
11	128501	0014-7370	Family process	.b33497849	Available in e	

Figure 27: Second example On Demand Comparison input file, with one column intentionally left blank

OCLC numbers must be stored in column A, and ISSNs in column B. While headers are not required, we strongly encourage using them. Data placed in the headers, while displayed in the output reports, are not part of the comparison (because the algorithm assumes the data in the uploaded file has headers). Uploaded files have a size limit for 5MB.

Upload your locally prepared title list by clicking the “Browse” button on the report screen.

Figure 28: On Demand Comparison file selection tool

Once your file has been selected, please click “Upload.”

3. Downloading and reviewing your On Demand Collection Comparison Report

Upon uploading your local title list, the collection comparison is immediately run; within moments the report(s) are generated and downloaded to your local computer. These files can be accessed through the downloads section in your browser, or in your computer’s Downloads folder.

First let’s look at the download generated for Test File #4. Below you’ll see that the downloaded zip file contains two reports: the Not Yet Archived Report and the On Demand Collection Comparison Report.

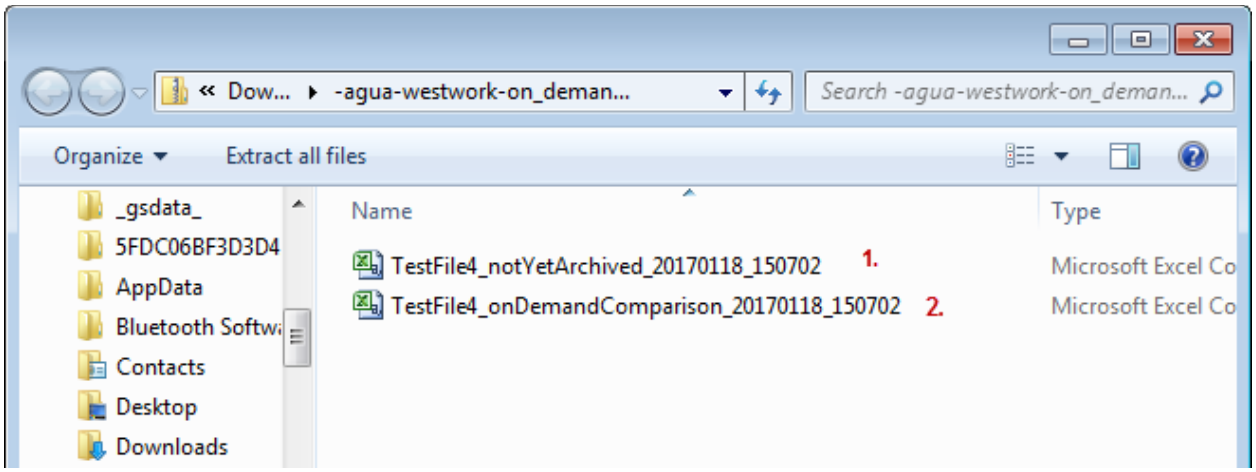


Figure 29: Results files returned by the On Demand Comparison tool

The Not Yet Archived Report lists all of the records from your locally prepared report that do not match AGUA's archived titles registry (i.e. the supplied OCLC number/ISSN did not match any titles in the archived titles registry). These records will not be found in your custom On Demand Collection Comparison Report.

Not Yet Archived report for Test File #4:

A	B	C	D	E	F	G
OCLC	ISSN	Bib ID	Title	Holdings Location Code	Local Staff Contact	
8736378		9.91E+16	Beiheft zu	hsser	Sara	
1690757	1044-6192	9.91E+16	Drug intel	hsbmt	Sara	
1247772	0047-2409	9.91E+16	Journal of	szstx	Nina	

Figure 30: Not Yet Archived returned results

Now let's take a look at the On Demand Collection Comparison Report for Test File #4.

On Demand Collection Comparison Report for Test File #4:

	A	B	C	D	E	F	G	H	I	J	K
1	OCLC	ISSN	Bib ID	Title	Holdings Location Co	Local Staff Contac	Archiver	Archived Title	Archived ISSN	Archived Holdings	Complet
2	2385303	1069-8337	9.91E+16	Journal of	axstx	Jerome	SL3SP	Journal of the S	1069-8337	1881:June/Dec.-1888:June/Dec.	
3	6777181	0074-1922	9.91E+16	Internatio	arstx	Sara	AZFSP	International a	0074-1922	3(1969)-11(1977), 13(19	missing
4	3790802	0308-6984	9.91E+16	ECS; IEE jo	axbak	Jerome	SL3SP	IEE journal on e	0308-6984	v.1(1976)-v.3(1979)	
5	2449144	0006-3835	9.91E+16	Nordisk ti	axstx	Sara	ZASSP	BIT.	0006-3835	v.1-6(1961-1966), Swets & Zeitlin	
6	35196731	1090-0233	9.91E+16	The veteri	hsser	Nina	ORESP	The veterinary	1090-0233	v.153(1997)-v.173:no.3(May 2007	
7	35196731	1090-0233	9.91E+16	The veteri	hsser	Nina	ORESP	The veterinary	1090-0233	v.153(1997)-v.168(2004)	
8	16581898	0169-555X	9.91E+16	Geomorpl	szstx	Sara	CUSSP	Geomorpholog	0169-555X	v.1(1987)-56(2003)	
9	10321961	0742-7778	9.91E+16	CALICO jo	szstx	Nina	SL3SP	CALICO journal	0742-7778	v.1:no.1(1983:June)-v.23:no.3(20	
10	1752145		9.91E+16	Historisch	szstx	Jerome	AZFSP	Historische Zei	0018-2613	151(1935)-187(1959), 19	missing
11	3660718	0193-3892	9.91E+16	La Coroìni	szstx	Nina	AZFSP	La Coronica.	0193-3892	1(1972)-2(1974), 7(1978)-34(2006	

Figure 31: On Demand Collection Comparison Report - archived titles

The On Demand Collection Comparison Report includes:

- the OCLC numbers and/or ISSNs from the original upload;

- the four optional columns of data from the original upload;
- all of the data points currently provided in the annual Collection Comparison Report; your local holdings are in-line with the archived counterpart (if the archived title has multiple holdings, the multiple holdings are captured in multiple rows – see rows 6 and 7 in the example immediately above); and
- contacts (name and email) for the archiver (see example below – the data is housed in the last four columns in the On Demand Collection Comparison Report; this allows member libraries to more easily contact archivers to offer volumes to fill gaps).

Example of archiver contact information provided in the On Demand Collection Comparison Report:

Q	R	S	T
Primary Contact Name	Primary Contact Email	Alternate Contact Name	Alternate Contact Email
Soobum Kim	soobum@stanford.edu	Zachary Baker	zbaker@stanford.edu
Joel Smalley	joel.smalley@asu.edu	Lorrie McAllister	lorrie.mcallister@asu.edu
Soobum Kim	soobum@stanford.edu	Zachary Baker	zbaker@stanford.edu
Tin Tran	tintran@library.ucla.edu	Cathy Martyniak	cmartyniak@library.ucla.edu
Kerri Goergen-Doll	kerri.goergen-doll@oregonstate.edu		
Kerri Goergen-Doll	kerri.goergen-doll@oregonstate.edu		
Martha Hruska	mhruska@ucsd.edu	Ryan Finnerty	rfinnerty@ucsd.edu
Soobum Kim	soobum@stanford.edu	Zachary Baker	zbaker@stanford.edu
Joel Smalley	joel.smalley@asu.edu	Lorrie McAllister	lorrie.mcallister@asu.edu

Figure 32: Archiver contact information in the On Demand Collection Comparison report

Any user can edit/update the primary and alternate contacts for their institution via AGUA. Primary and alternate contacts are used to populate the On Demand Collection Comparison Report, the Annual Collection Comparison report, and the Archiver "Others" reports. To change your contact(s), click "Update Institution Contact(s)" on the main AGUA dashboard.

Briefly, let's take a look at the downloaded zip file prepared for Test File #5.

You'll notice that the zip file only contains one report (see screenshot below); this is because all of the records in the library's uploaded file matched against AGUA's archived titles registry.

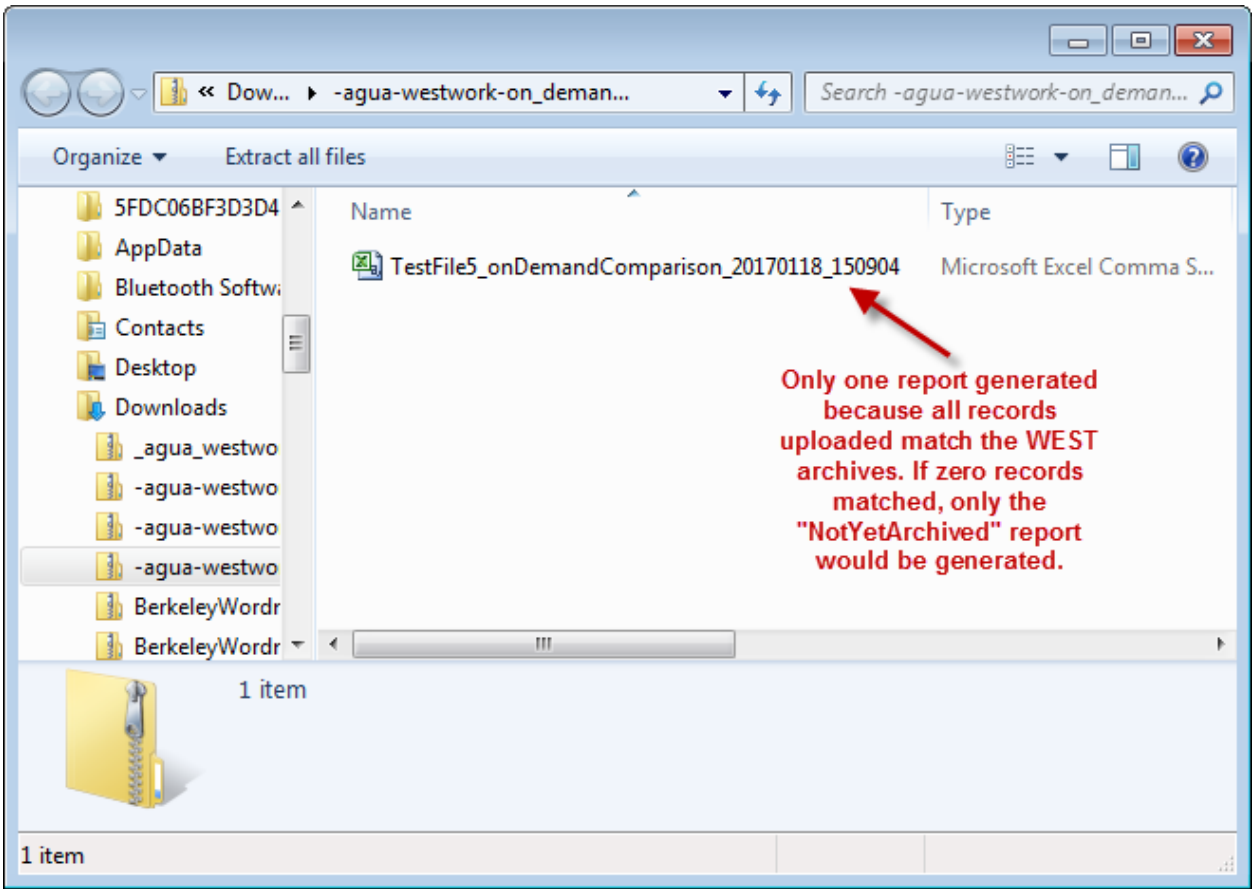


Figure 33: Returned file from Test File #5

In the report, you'll see that the fourth optional column for data uploaded by the user is blank, with the heading "null." This is because column F in Test File #5 is blank; the algorithm automatically inserts the heading "null" in the output. The user can delete the null column in the export.

On Demand Collection Comparison Report for Test File #5:

	A	B	C	D	E	F	G	H	I	
L	OCLC	ISSN	Title	Bib ID	Notes	null	Archiver	Archived Title	Archived ISSN	Archived
2	1285012	0014-7370	Family pro	.b3349784	Available in e		WAUSP	Family process.	0014-7370	v.1:no.1(
3	11166842	0749-6427	Wicazo sa	.b3387995	Not available in e		SL3SP	Wicazo Sa revie	0749-6427	v.1(1985)
4	24201505	1058-0360	American	.b3388072	Available in e		UBYSP	American journa	1058-0360	T1(1991-
5	48954378		Journal of	.b3697375	Follow up with HSL librarian		WAUSP	Journal of nutrit	1499-4046	v.34(200
6	1799886		Journal of	.b3751057	Follow up with HSL librarian		WAUSP	Journal of nutrit	0022-3182	v.1(1969

Figure 34: Returned On Demand Collection Comparison results with intentionally blank column