

Attachment 2: WEST Archive Holder/Builder Responsibilities

WEST Archive Holders and Builders are responsible for archiving print backfiles on behalf of the membership. Archive Holders and Builders assume the responsibilities described below.

Becoming a WEST Archive Holder/Builder

WEST Archive Holder/Builders and title lists are identified and agreed upon by WEST members once every two years. Most Archive Holders and Builders are identified during the collection analysis process based on certain semi-automated algorithms; library-storage facility affiliations are taken into account in the algorithms. Institutions also have an opportunity each year to nominate backfiles and to volunteer as Archive Holders/Builders.

Archive Holder Definition

An Archive Holder is an institution (library and/or storage facility) that retains the print backfile for a journal family.

Example 1 (Bronze Archive):

A library holds 2001-2005 for a journal family; its affiliated storage facility holds v.1-2000. The storage facility is declared the Archive Holder for v.1-2000 and the library is declared the Archive Holder for 2001-2005.¹

Archive Builder Definition

An Archive Builder proactively assembles print holdings from various libraries, validates them and discloses them. Once the backfile for a journal family is built, the Archive Builder becomes an Archive Holder for that family.

Archive Builders handle Silver, Gold and Platinum Archive types and receive special compensation to provide archive creation services, described below. The Archive Builder agrees to retain the backfile in environmental conditions stipulated for the Archive Type.

Archive Builders are usually storage facilities. When an institution does not have a storage facility, the Archive Builder can be a library.

Example 2 (Silver, Gold, or Platinum Archive):

Two libraries share a storage facility. Library A holds 1986-2005 of a journal family, Library B holds 1955-1985, and the storage facility holds v.1 to 1950. The storage facility is declared the Archive Builder for the journal family and is responsible for archiving the complete run; the facility calls for, receives and validates the libraries' holdings and stored holdings according to validation standards for the archive type. The storage facility also calls for holdings from the broader membership to complete gaps found during validation (e.g. 1951-1954 and other gaps).

Example 3 (Silver, Gold, or Platinum Archive):

One library (B) has a storage facility and another library (C) in the area that is not formally affiliated with the facility agrees to contribute holdings, when needed. The storage facility is declared the Archive Builder, and calls

¹ As the WEST program matures, the WEST Executive Committee has updated the collection scope by modifying the definition of a 'backfile' to maintain the currency and relevance of the WEST collections. Archive Holders are encouraged to retain all volumes published through the year the archiving commitment is made, and to periodically review and update past retention commitments to include volumes published after the original commitment backfile period. See the WEST Disclosure Policy "Collection scope and definition of 'backfile'" section (pg 4) for details on changes in the definition of backfile:

<https://cdlib.org/wp-content/uploads/2021/01/WEST-Disclosure-Policy.pdf>

