



Western Regional Storage Trust

AGUA User Manual

Archive Builder Supplement

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Introduction

Archive Builders retain medium- and high-risk titles for WEST, referred to as Silver and Gold Archive Types. This work comes with additional responsibilities on top of committing to retain materials, including physical validation and seeking contributions from WEST members to fill gaps in local holdings to create a complete run of the title. This work enhances the integrity of the retained copy and ensures the most complete backfile is available for current and future scholars. This work is supported by WEST members via the Archive Creation Subsidy.

This document describes AGUA functions that are specific to Archive Builder activities.

I. Set Archiving Commitments

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. If your file is "In_Progress," the link in the Action column will display "Resume Recording Commitments."
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.
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.

A. Record Journal Commitments - Builder Features

General instructions for reviewing archiving proposals can be found in the WEST AGUA User Manual (section 2.B.1).

The Record Journal Commitments pages for Title Categories 3, 4, and 5 include additional features to support Builder project planning, displayed in the yellow information box above the proposed journals table.

Relevant Reports

Preview Proposed Journals Preview WEST Holdings

University of Missouri OCLC Symbol: MUU Title Category: 3 Archiving Cycle: 10 Archiving Category: Silver

Estimated Volumes Committed: 2375
Archive Creation Subsidy: \$9,500.00
Archive Builder Budget Remaining: \$10,500.00 / \$20,000.00 total budget

Journal Family ID	Title	Publisher	Estimated Volumes	Commit	Do Not Commit This Cycle	Do Not Commit or Re-Propose
14269	Oesterreichische Geographische Gesellschaft. Mitteilungen		152	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
14403	Medienimpulse		28	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
15195	Acervo		13	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
17978	Numismaticke Listy		76	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
19932	L'Information Geographique	Dunod Editeur	57	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
27436	Minerva Urologica e Nefrologica	EdizioniMinerva Medica	34	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
27594	Panminerva Medica	EdizioniMinerva Medica	34	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Figure 2: Record journal commitments page with additional Builder features highlighted

- Estimated Volumes Committed.** This displays a dynamic calculation of the estimated volumes for all journals in that Title Category that have been selected for commitment. As you move through the list and make your selections, this number will automatically update to subtract the estimated volumes for any titles that are set as “Do Not Commit This Cycle” or “Do Not Commit or Re-Propose.”
 - Please note** that it is highly recommended that only one person work on a Title Category at a time. Having multiple people working on the same Title Category at the same time may result in database conflicts and loss of work.
- Archive Creation Subsidy.** This is the subsidy amount calculated for the estimated volumes you are committing to retain. This is calculated by multiplying the Estimated Volumes Committed by the per-volume subsidy for the Title Category (\$4 per volume for Title Category 3, \$7 per volume for Title Categories 4 and 5). This will dynamically update as you move through the list and update selections to “Do Not Commit.”
- Archive Builder Budget Remaining.** This sums the Archive Creation Subsidy for Title Categories 3, 4, and 5, and compares it against the full Archive Builder Budget that was set for your institution by the WEST Executive Committee during the collections analysis period. This will dynamically update as you move through the list and make your selections.
 - Please note** that if another user at your institution is working on another Title Category, you will not see their changes reflected in this calculation until you refresh the page after both of you save your progress. It is highly recommended to Save and Quit and review your Archive Builder Budget (described below) before final submission for any Title Category.

This information is also displayed at the end of the page to support final review before saving or submitting selections.

Estimated Volumes Committed: 2375
 Archive Creation Subsidy: \$9,500.00
 Archive Builder Budget Remaining: \$10,500.00 / \$20,000.00 total budget

Submit Save and Quit Cancel Reset Form

Figure 3: Record journal commitments submission options

II. Review Budgets

Archive Builder budgets are set by the WEST Executive Committee at the beginning of the Archive Cycle. 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.

Archive Builder Budget									
Institution	Budget	Title Category 3 (Silver: \$4.00)		Title Category 4 (Gold: \$7.00)		Title Category 5 (Gold: \$7.00)		Totals	
		Volumes	Value	Volumes	Value	Volumes	Value	Value	Remaining Budget
Arizona State University	\$100,000.00	2,170	\$8,680.00	8,173	\$57,211.00	6,536	\$45,752.00	\$111,643.00	-\$11,643.00
University of California, NRLF	\$100,000.00	11,850	\$47,400.00	7,326	\$51,282.00	4,302	\$30,114.00	\$128,796.00	-\$28,796.00
University of California, SRLF	\$88,000.00	10,309	\$41,236.00	6,434	\$45,038.00	4,018	\$28,126.00	\$114,400.00	-\$26,400.00
University of Denver	\$3,200.00	800	\$3,200.00	0	\$0.00	0	\$0.00	\$3,200.00	\$0.00
University of Kansas	\$56,000.00	2,365	\$9,460.00	8,209	\$57,463.00	1,181	\$8,267.00	\$75,190.00	-\$19,190.00
University of Missouri	\$20,000.00	2,536	\$10,144.00	2,822	\$19,754.00	458	\$3,206.00	\$33,104.00	-\$13,104.00
Total	\$367,200.00	30,030	\$120,120.00	32,964	\$230,748.00	16,495	\$115,465.00	\$466,333.00	(-\$99,133.00)

Figure 4: Archive Builder Budget Review table

At the beginning of the Archive Cycle, this table will reflect the entire subsidy calculation based on all proposed journals in Title Categories 3, 4, and 5: most institutions will initially have significant negative values in the “Remaining Budget” column (as shown in Figure 4). As you review your journal proposals and select which journals you will not commit to retain, the totals in this table will update to reflect the current subsidy (you must save your progress in the Review Proposed Journals pages in order for this table to update). The goal is to get the “Remaining Budget” column for your institution as close to zero as possible.

III. Request Holdings

A. Introduction and purpose

This interface allows Builders to review and compare local holdings for committed Silver and Gold titles against other WEST members’ (called Contributors in this document) holdings and record and track the request and receipt of materials to fill gaps in local Builder holdings to complete the WEST archives.

The work is divided by Title Category for each Archiving Cycle. Once the Builder has completed the review of all titles committed in a Title Category for an Archiving Cycle and recorded the volumes/issues they will request for each, the interface can be used to generate reports to share with the Contributors to facilitate review of and response to the requests. After the Contributors respond to the requests, Builders can record the materials received and/or update the status of the requests at the holdings and title levels as needed.

1. Requirements for use

This function is currently only available to users affiliated with Archive Builder institutions. Users must have the “Builder” role assigned to their account to see this option in the AGUA dashboard.

2. Navigating the AGUA interface

Log into AGUA, select the “Request Holdings” link in the Functions box.

The next page will display a list of Archive Cycles and the Title Categories in which commitments were made.

OCLC Symbol	Year	Archiving Cycle	Title Category	Requests
KKU	2012	2	3	Select
			4	Select
			5	Select
	2013	3	3	Select
			4	Select
			5	Select
	2014	4	3	Select
			4	Select
			5	Select
	2015	5	3	Select
			4	Select

Figure 5: Call for Holdings landing page (partial)

Selecting a Title Category will open a Request Holdings detail page which lists each Journal Family, Title, and Holdings (both Builder holdings and Contributor holdings) which the Builder committed to retain for WEST in that Title Category for that Archive Cycle.

Please note that it is highly recommended that only one person work on a Title Category at a time. Having multiple people working on the same Title Category at the same time may result in database conflicts and loss of work.

3. Elements of the Request Holdings Detail page

The Request Holdings Detail page is arranged in the following order:

1. Ulrich’s ID
2. OCLC Number
3. Contributor Institution Symbol

These elements are nested to support Builder review and request selection workflows: all titles associated with a Journal Family are grouped together under the Ulrich’s ID (in OCLC Number order) and all holdings associated with an OCLC Number are group together under that OCLC Number (first the Builder holdings followed by the Contributor holdings in alphabetical order by Institution Symbol).

Request Holdings					
Builder KKU, Archive Cycle 2, Title Category 5					
Ulrichs Title (Journal Family)					Ulrichs ID
Polar Notes					104736
Title	OCLC	ISSN	Builder Bib ID	Requests Sent	Request Status
Polar Notes	1639821	0079-2918	1947749	0	<input checked="" type="radio"/> Open <input type="radio"/> Complete <input type="radio"/> Closed
Builder University of Kansas (KKU) no. 1 (1959) - no. 14 (1975), Indexes: no. 1/14 (1959/1975)					
Contributor University of Arizona (AZU) no.1-7 1959-67, no.8-14 1968-75, MAIN cop.1 no.1-14, 1959-1975, MAIN cop.1 no.1-14, 1959-1975					
			Requested	Received	<input checked="" type="radio"/> Not started <input type="radio"/> In progress <input type="radio"/> Declined <input type="radio"/> Cancelled <input type="radio"/> Received
Contributor University of California, Berkeley (CUI) BOUND 1(Nov 1959)-14(1975)//					
			Requested	Received	<input checked="" type="radio"/> Not started <input type="radio"/> In progress <input type="radio"/> Declined <input type="radio"/> Cancelled <input type="radio"/> Received
Contributor University of Missouri (MUU) no.6(1966)-14(1975)					
			Requested	Received	<input checked="" type="radio"/> Not started <input type="radio"/> In progress <input type="radio"/> Declined

Figure 5: Request Holdings detail page (partial)

i. Journal Family Information

Journal Family-level information is displayed in the orange bars; a new orange bar on the screen indicates the beginning of a new journal family. This bar displays the Ulrich's Title for the journal family and the Ulrich's ID.

ii. Title Information

Title-level information is displayed in dark grey bars; a new grey bar on the screen indicates the beginning of a new title. If the Builder provided local holdings of a title to WEST during the Unarchived Holdings Ingest or during Disclosure, their local Bib ID will appear in this bar to facilitate finding in local systems. Additionally, the interface will automatically track and display the number of requests sent for that title (counting each holdings for that title where text has been input into the Requested box), and Builders may update the title request status at any time.

Three title-level Request Statuses are available:

- **Open.** The default value. Builders have either not begun making requests for this title, or have not completed the required number of requests.
- **Complete.** All requests for this title have been completed successfully and there are no gaps remaining. This may also be used if the Builder has no gaps in their local holdings and does not need to make any requests.
- **Closed.** The Builder has made the required number of requests but has not been able to fill all gaps in the retained holdings.

iii. Holdings Information

Holdings-level information is displayed below each title. Builder holdings are listed first, followed by Contributor holdings in alphabetical order by institution OCLC symbol. The Builder holdings row will display only the Builder's local holdings statement, as supplied to WEST (if the Builder did not supply any holdings to WEST for this title, the Builder holdings will be blank). Contributor holdings rows will include the Contributor's local holdings (as supplied to WEST; Contributors that do not supply holdings to WEST for this title will not appear in the list), a free-text box for inputting the materials to be requested from that institution, a free-text box to record materials received from that institution (and/or notes on the outcome of the request, as desired), and a list of holdings-level request statuses to be used to track on the outcome of each request made to a Contributor institution.

Five holdings-level request statuses are available:

- **Not started.** The default value. No action has been taken on this holdings.
- **In progress.** The Builder has requested some or all of the Contributor’s holdings but has not yet received a response.
- **Declined.** The Contributor has declined to provide any of the requested materials.
- **Cancelled.** The Builder has cancelled the request for the materials.
- **Received.** The Contributor has provided some or all of the requested materials and the Builder has received them.

At the bottom of the Request Holdings Detail page are two buttons for generating reports of all In Progress requests (“Request Reports”) and any Declined, Cancelled, and Received requests (“Received Reports”).



Figure 6: Generate Reports buttons

Clicking on the “Generate Request Reports” button will download a zip folder to your computer that contains reports for each Contributor institution that lists the titles and holdings that are being requested (holdings-level request status is “In Progress”). These may be emailed directly to the Contributors to facilitate review and response.

Clicking on the “Generate Received Reports” button will download a single csv file to your computer that lists all holdings with Declined, Cancelled, and Received holdings-level request statuses.

More information on the contents of these reports is available in the [Request Reports](#) and [Received Reports](#) sections below.

B. Requests workflow

The following workflow is recommended for reviewing holdings and recording requests:

1. Select the desired Archiving Cycle / Title Category.
 - a. **Please note** that it is highly recommended that only one person work on a Title Category at a time. Having multiple people working on the same Title Category at the same time may result in database conflicts and loss of work.
2. For each Title, review Builder Holdings to determine what, if any, gaps exist, and review Contributor Holdings to determine which, if any, institution holds those materials and may be able to provide them to complete the archive. Record requests in the “Requested” free text box.
 - a. **Note:** Avoid inputting only numbers, e.g., 1-10. This will not display as “1-10” in the csv files that are generated by the interface. Instead, list “v.1-10” or “1(1938)-10(1948).”
 - b. **Note:** When the page is first opened, please wait for the page to finish loading before making any changes on the page. Any changes made while the page is still loading may not be saved.
3. Update the Holdings Request Status to In Progress.
4. Changes will save automatically.
5. Repeat for any additional Contributor Holdings from which materials are desired.
6. Once all titles for the Title Category have been reviewed and all request selections have been recorded, use the Generate Request Reports button to download reports for each Contributor from which you are requesting materials.

1. Request Reports

After each title in the Title Category has been reviewed, requests have been recorded, statuses updated, and titles saved, click the “Generate Request Reports” at the bottom of the page. This will download a zip folder to your computer that contains csv files for each institution that includes information about the titles and holdings you are requesting from them. The reports will include all holdings with request status “In Progress.”

The zip folder file name uses the following naming convention:

request_holdings_<Builder symbol>_<cycle>_<title category>_<date generated>_<time generated>.zip

The report files use the following naming convention:

contributor_<Contributor symbol>.csv

The following fields are included in the Request Reports:

Request Report Fields	Notes
Ulrichs ID	
Publication Title	
OCLC Number	
ISSN	
Contributor Bib ID	
Contributor Holdings Location	
Contributor Summary Holdings	
Holdings Requested	Builder input from request interface
Archive Builder	Institution name
Archive Builder Symbol	OCLC Symbol
Archive Builder Contact	AGUA Primary Contact
Archive Builder Contact Email	AGUA Primary Contact Email
Builder Bib ID	
Contributor Institution	Institution name
Contributor Institution Symbol	OCLC Symbol
Contributor Institution Contact	AGUA Primary Contact
Contributor Institution Contact Email	AGUA Primary Contact Email
Archive Cycle	
Title Category	
Date requested	Date the Requested data was input into text box (Automatically gathered)

Table 1: List of Request Report fields, with notes

C. Receiving workflow

As Contributors respond to requests, Builders can record the outcomes in the interface. The following workflow is recommended:

1. Select the desired Archiving Cycle / Title Category.
 - a. **Please note** that it is highly recommended that only one person work on a Title Category at a time. Having multiple people working on the same Title Category at the same time may result in database conflicts and loss of work.
2. For each Holdings, record the materials received in the Received free text box. This box can also be used to record additional notes.
 - a. **Note:** When the page is first opened, please wait for the page to finish loading before making any changes on the page. Any changes made while the page is still loading may not be saved.
3. Select the most accurate Holdings Request status:
 - a. **Declined.** The Contributor declined to provide any materials that were requested.
 - b. **Cancelled.** The Builder has cancelled the request for any reason.
 - c. **Received.** Requested materials were received from the Contributor. This should be used for both full and partial contributions.
4. Changes will save automatically.

5. If the required number of requests have been placed and outcomes recorded, update the Title-level Request status to Complete (indicating that there are no gaps in the archived holdings) or Closed (indicating that the Builder has made the required number of requests [or as many as possible with the number of contributors and their holdings coverage] but has not been successful filling all gaps).
6. Repeat for any additional Contributor Holdings from which materials have been received.

2. Received Reports

While it is not necessary for Builders to track requests or receipts outside of the AGUA interface, they may need to export the Received data from time to time in order to update their local records to reflect contributions received from WEST Contributors. These reports may also be useful for analyzing the success of calls for holdings to specific Contributors and overall. Title level received reports are not available at this time.

To download the Received report, click the “Generate Received Reports” button at the bottom of the page. This will download a single csv file to your computer that includes title and holdings information for all Contributors where any holdings are marked as Holdings-level Request Status Declined, Cancelled, or Received.

The Received Report uses the following naming convention:

received_holdings_<Builder symbol>_<cycle>_<title category>_<date generated>_<time generated>.zip

The following fields are included in the Received Reports:

Report Fields	Notes
Ulrichs ID	
Publication Title	
OCLC Number	
ISSN	
Contributor Bib ID	
Contributor Holdings Location	
Contributor Summary Holdings	
Holdings Received	
Builder Bib ID	
Contributor Institution	
Contributor Institution Symbol	
Contributor Institution Contact	
Contributor Institution Contact Email	
Archive Cycle	
Title Category	
Date Received	Date the Received data was input into text box (Automatically gathered)
Request Status	Include all holdings with Holdings Request Status Received, Declined, and Cancelled

Table 2: List of Received Report fields, with notes