



Risk Mitigation During WEST Archiving

Two major hallmarks of the WEST program are the risk analysis that drives a large part of decision making around what journals are added to the collection, and the risk mitigation efforts that are an integral part of the archiving process. The WEST Collections Model defines levels of risk posed to journals and what actions are taken during archiving to mitigate those risks. These archiving actions and their outcomes are disclosed in the record so others in WEST and the wider community can benefit from this work

Risk profile	Risk level ¹	Validation requirement ²	Storage requirement	Gap filling	Actions to disclose	Archiving members
Print & electronic full text in trusted digital repositories (e.g. CLOCKSS, Portico, JSTOR, HathiTrust Digital Library)	Low	None required	not required	Archivers accept gifts/transfers, but are not responsible for seeking out missing materials	583\$a committed to retain	<ul style="list-style-type: none"> Archive Holders Archive Builders
Print with selected full text access through databases	Medium	<ul style="list-style-type: none"> Basic condition check Completeness validation at the issue level Summary holdings updated 	Materials housed in secure storage	Archivers seek out missing materials and accept gifts/transfers	<ul style="list-style-type: none"> 583\$a committed to retain 583\$a completeness reviewed (with outcomes of validation) 583\$a condition reviewed (outcomes of validation optional) 	Archive Builders
Print with electronic abstracting or indexing or no electronic coverage at all	High	<ul style="list-style-type: none"> Basic condition check Completeness validation at the issue level Summary holdings updated 	Materials housed in secure storage	Archivers seek out missing materials and accept gifts/transfers	<ul style="list-style-type: none"> 583\$a committed to retain 583\$a completeness reviewed (with outcomes of validation) 583\$a condition reviewed (outcomes of validation optional) 	Archive Builders

¹ There are cases where Archive Holders retain journals that are medium and high risk, particularly where no Archive Builder has holdings or where the Archive Holder has proactively made a local decision to retain the journal on behalf of WEST. In these cases, the journals are not required to be validated or transferred to secure storage.

² These requirements represent the minimum actions that WEST Archivers are typically asked to take when archiving journals proposed to them by WEST in the course of the regular group collections analysis. Journals that are proactively retained via local retention decisions are not required to be validated or transferred to secure storage.