



Western Regional Storage Trust

WEST Validation Standards & Procedures

Introduction & Executive Summary

In service of WEST's preservation goals, WEST Archive Builders have agreed to review certain materials being archived for WEST as described in the [WEST Program Statement](#).

2.7. Review of Materials (Validation): Archive Builders agree to examine all newly-archived materials according to the requirements for the level of validation specified by the Operations and Collections Council for those materials.

These Validation Standards provide an overview of validation requirements for archiving higher risk materials with detailed instructions for performing certain physical validation activities, including what effort is required for the Archives to be considered validated. These instructions serve to define a "reasonable effort" for reviewing completeness and condition, and what reasonable steps Archivers should take to mitigate problems they encounter in their local holdings for retained titles (including some aspects pertinent to the "calls for holdings" process).¹ Archive Builders are expected to adhere to these standards when archiving higher risk titles; Archive Holders are encouraged to incorporate these standards when archiving lower risk titles, as they are able.

Goals of Validation

Validation instills confidence in the partners to know just what reasonable efforts have been made by the Archiver to secure a backfile that is complete (or as complete as possible with reasonable effort) and in good condition. WEST strives to archive the most complete possible copy of a journal backfile to ensure that the entirety of the print record is preserved and available for current and future scholars.

Structure of the Validation Standards Document

These Standards serve to outline WEST's validation requirements and activities during archiving, including descriptions of different physical processes and what actions WEST Archivers should take in response to specific completeness or condition problems they may encounter. This document also details the required and recommended validation activities. This document employs MARC terminology throughout, with an acknowledgement that some WEST members may be using non-MARC equivalents.

1. [WEST Validation Requirements](#)

WEST requires different validation actions depending on a combination of the journal's calculated risk level and the level of archiving in which the Archiver engages. Archive Builders are required to engage in higher-effort activities when archiving higher-risk journals, and all activities described below are encouraged for all Archive Types.

2. [Validation Activities](#)

WEST typically engages in two types of physical validation: for completeness and for condition. This section describes the steps Archivers should take to ensure a consistent approach to these activities.

WEST members who wish to provide feedback on this policy may do so by [submitting comments to the WEST project team](#) through the WEST website. Edits and suggestions will be reviewed and, as appropriate, accepted by the WEST Operations and Collections Council (OCC). The OCC may review and update these Validation Standards periodically to ensure currency of the content.

¹ Validation of materials received through calls for holdings is addressed throughout this document. Workflows for conducting calls for holdings using the AGUA Request Holdings tool are outlined in the [AGUA User Manual - Archive Builder Supplement](#).

1. WEST Validation Requirements

Overview

The [WEST Collections Model](#) describes physical validation as including two components: 1) the proactive compilation and verification of completeness of the backfile in a single location and 2) the verification of the condition of the material.² The effort put into verifying completeness and condition is balanced against the risk profile of the title.³ Materials considered to be at higher risk typically undergo physical verification and validation before the materials can be added to the WEST Archives. This approach allows WEST members to spend more time and effort archiving higher risk titles, with less effort on lower risk titles.

Risk profile	Risk level	Validation requirements ⁴	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	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 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

Table 1. WEST Archive Type matrix

Scope

For all materials, WEST Archive Holders and Builders are expected to perform all required archiving and validation activities on materials held from volume 1 of the published run through the designated end of backfile.⁵

² This document covers verification of completeness of the backfile and verification of the condition of materials to be added to the WEST Archive. Workflows related to proactive compilation of backfiles in a single location are outlined in the [AGUA User Manual - Archive Builder Supplement](#).

³ See The WEST Collections Model Appendix C: Title Categories for detailed information:

<https://cdlib.org/wp-content/uploads/2021/08/WEST-Collections-Model.pdf>

⁴ 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.

⁵ See the WEST Disclosure Policy, "Collection scope and definition of 'backfile'" for details:

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

For higher risk titles proposed for archiving by WEST to Archive Builders through the regular collections analysis, this includes physically validating holdings and seeking materials from WEST members through the “calls for holdings” process to fill gaps in local holdings. Print journal holdings may be contributed by one or many libraries, and members are expected to contribute holdings when requested to support creating the most complete backfile possible. Archive Holders and Builders are also expected to accepting offers of contributions to fill gaps or replace damaged materials as needed, whether the materials are offered from WEST members or from institutions beyond WEST. Archive Holders and Builders are encouraged to use tools designed to facilitate these contributions, such as the Journal Retention and Needs Listing ([JRNL](#)) tool.

Gaps that remain after the conclusion of the validation and gap filling activities are recorded in 583 Action Notes fields in the holdings data for retained materials and in descriptive records in union catalogs.

Archive Builders also transfer higher risk materials to secure storage with access and environmental controls, creating additional protections against damage and loss.

Requirements by Archiver Status

This section provides guidance on what validation activities Archivers should engage in, organized to include what is required (Good), recommended (Better), and ideal (Best). Specific instructions for each of the activities described here are detailed in following sections.

Good: The minimum requirement.

Better: Information that Archivers are recommended to disclose as available.

Best: Information that would be ideal for Archivers to disclose as available, but which may require more effort from the Archiver.

Archiver Status	Journal Risk Profile	Good (minimum required actions)	Better	Best
Archive Holder	Low, medium, high	<ul style="list-style-type: none"> • No physical validation required • Basic condition check strongly encouraged 	Verify inventory and confirm local holdings	<ul style="list-style-type: none"> • Validation for completeness at the issue level • Seek gap fills via JRNL
Archive Builder	Low	<ul style="list-style-type: none"> • No physical validation required • Basic condition check strongly encouraged 	Verify inventory and confirm local holdings	<ul style="list-style-type: none"> • Validation for completeness at the issue level • Seek gap fills via JRNL
Archive Builder	Medium, high	<ul style="list-style-type: none"> • Basic condition check • Validation for completeness at the issue level • Seek gap fills from WEST members • Transfer to optimal storage 	Seek gap fills from institutions beyond WEST (e.g., via JRNL)	Validation for condition at the issue level

Table 2. Summary of good/better/best validation activities by WEST Archive Type member Archiver status

Archivers do not need to record in the disclosure record whether the materials are validated at the ‘good,’ ‘better,’ or ‘best’ level, only which actions have been taken on the materials during archiving.

Archive Holders

Archive Holders are asked to undertake low-effort archiving for WEST. Archive Holders typically retain low-risk materials for WEST (journals that are electronically available in trusted digital repositories), but may also be asked to retain higher-risk journals (those

with few or no electronic access points) when no Archive Builder is found to hold any part of the journal family in their local collections. In all cases, Archiver Holders are not expected to engage in physical validation of their WEST-retained materials. If Archive Holders do engage in physical validation for completeness and/or condition, disclosure of these activities and their outcomes is encouraged, but again, not required.

Archive Builders

Archive Builders are members that undertake additional activities when archiving medium- and high-risk materials for WEST. Archive Builders engage in significant physical validation activities, confirming the completeness of the retained backfiles and requesting contributions from WEST members to fill gaps. These materials are also housed in storage facilities with robust environmental and access controls, providing additional security to the WEST Archives. Archive Builders are compensated by WEST for the additional work they undertake on behalf of the group.

In general, higher levels of validation and disclosure are encouraged where feasible.

2. Validation Activities

Verifying Inventory

All WEST Archivers are encouraged to verify their inventory and confirm local holdings when archiving materials for WEST. This is not a requirement for most WEST archiving, but can serve as an important check to confirm that the materials described in the local catalog are present on the shelf and an opportunity to correct erroneous holdings information.

Inventory verification activities

When verifying local inventory, the following actions should be taken:

1. Identify the materials on the shelf
2. Confirm that the items listed in the local catalog are present on the shelf
 - a. If items are not cataloged or do not have individual item records, confirm that the summary holdings statement in the catalog matches the materials on the shelf
3. Update the local catalog
 - a. Mark any items not on shelf according to local missing/lost workflows
 - b. Update summary holdings statements to reflect the materials on the shelf

Validating for Completeness

When archiving materials that have been determined to be at higher risk of loss (i.e., fewer and less reliable electronic access points), Archive Builders make reasonable efforts to compile a complete or near complete archive of a journal using the Archiver's local holdings as well as holdings contributed from other institutions to fill gaps in the Archiver's holdings. The holdings are compiled and duplicates are removed, creating a single archive of all published volumes, issues, and supplements. The archive is disclosed as a shared archive and known gaps are recorded in 583 Action Notes in the holdings records to facilitate the automated preparation of gaps lists (separate from holdings lists) and support discovery and resource sharing activities. WEST provides a per-volume subsidy to Archive Builders for higher risk materials to support this more intensive validation work.

In general, WEST encourages all Archivers to validate materials for completeness at the issue level, confirming each published piece is present regardless of binding patterns, updating holdings statements as needed, and recording any gaps in 583 disclosure statements. Archivers are encouraged to validate at the highest level they are able.

Defining Completeness

WEST defines a 'complete' archive as consisting of all volumes, issues, and supplements published for the journal and its historical title variants from the first volume of the published run through the designated end of backfile (or until the year the publication ceased or was suspended).

In most cases, there is no single verifiable list of the complete publication history of a journal.⁶ Completeness can be determined by consulting various sources including inspection of physical pieces, local catalog records, union catalog records, publisher's lists of historical volumes/issues, out-of-print vendors' catalogs, and advanced researchers with special knowledge about the publication.

Determining Completeness

The level of effort required to verify completeness depends upon

- the publication history for a journal
- the unit of publication for verification (i.e., volume or issue)
- libraries' physical holdings and willingness to contribute
- quality of bibliographic and holdings records, particularly in union catalogs

A reasonable effort to determine the publication history of a journal and secure a complete archive involves consulting multiple sources. To be considered validated, the following three sources *must be* consulted:

1. The physical piece
2. Local catalog entries
3. Union catalog entries (e.g., WorldCat)

The following additional sources *do not* need to be consulted for the archive to be considered validated. These are acknowledged here and explicitly *excluded* from the validation requirements in order to manage the level of effort placed on verifying completeness (though Archivers may choose to include some or all of these sources in their validation efforts, as time and resources allow).

4. Publisher lists. Publishers may maintain lists of the historical issues and volumes published for a journal.
5. Electronic holdings list (or lists for other formats.) Lists of historical issues and volumes published for a journal in alternate formats may be available.
6. Users, researchers. Advanced researchers may have knowledge of specific important issues, articles or other historic content published in a journal.

Consultation of each source implies an additional effort.

- **Good:** Consult the physical piece, local catalog entries, and union catalog entries (e.g., WorldCat)
- **Better:** Consult publisher lists and/or electronic holdings lists (or lists for other formats)
- **Best:** Consult users and researchers with deep knowledge of the publication

Completeness validation activities

When validating for completeness, the following actions should be taken:

1. Review the enumeration pattern of the issues by inspecting the physical pieces.
 - a. Look at the binding labels, volume, issue and date statements printed on the exterior or notated elsewhere on the physical piece.
 - b. Flip through the text block of the physical volume or issue (if unbound).
 - c. Review issue and date statements of each issue and supplement in order to confirm which issues and supplements are present; look for obvious gaps in enumeration.
2. Accession all of the issues present into the Shared Print Journal Archive.
 - a. Update the Summary Holdings for the journal, disclose the validation activities in the holdings record 583 field, and record any completeness problems (as described in the [WEST Disclosure Policy](#)).
3. If issues are missing or out of sync with the binding, volume, issue and date statements, consult library bibliographic records to verify the publication history.
 - a. If this consultation indicates that published issues are indeed missing from the held backfile, consult the [Decision Matrix and Expected Actions table](#) for next steps to resolve completeness problems.

⁶ Research libraries tend to have a more complete understanding of a journal's publication history than the publisher. If an archive exists that has been validated to a higher standard (i.e. a page-validated archive), assume that that archive has the most complete list of a publication's history. The holdings for the volume- or issue-validated archive should be validated against the page-validated archive's inventory check-list.

- b. If materials are contributed by other institutions to fill gaps in the retained holdings, follow the above completeness validation activities, update the Summary Holdings for the journal and record any remaining completeness problems (as described in the [WEST Disclosure Policy](#)).

Disclosing completeness review and outcomes

When validating WEST archives for completeness, Archivers should record this action and any completeness problems in a 583 Action Note where \$a is “completeness reviewed.” The [WEST Disclosure Policy](#) contains detailed information about recording and disclosing WEST archiving activities, including completeness validation and completeness problems.⁷

The following *completeness* problems must be disclosed in the retention record:

- Facsimile
- Missing (volumes or issues)
- Reprints

If, while determining completeness, the Archiver identifies information that is not included in the OCLC WorldCat record for the title, WEST strongly encourages updating the OCLC WorldCat record.⁸

Validating for condition

Reasonable efforts should be made to identify materials that are in the best, readable condition among WEST member holdings and that are capable of sustaining an agreed upon preservation horizon.⁹

In general, WEST encourages all Archivers to perform a basic review of the materials to ensure there are no condition problems that threaten the long-term physical integrity and readability of the WEST-archived materials or that of the materials shelved near them in Archivers’ facilities. Materials that are found to have condition problems that make the item unusable or which could threaten the integrity of the surrounding collections should not be accessioned into the WEST archives (and Archivers should consider deaccessioning them from the local collection).

Archivers are welcome to validate the condition of the materials at a higher level, as time and resources allow.

Defining and determining ‘best, readable condition’

A shared print journal archive is in readable condition when the entire text block can be read by the human eye. When multiple readable copies are available, the copy that meets the most of the acceptable conditions is selected.¹⁰

Performing a condition review

When validating for condition at any level, the following actions should be taken:

1. Begin with an inspection of the physical pieces.
 - a. If the physical piece shows signs of obvious or extensive exterior damage or other condition problems, refer to local policies regarding disposition or remediation before moving to the next step.
2. Flip through the complete text block of the physical volume or issue (if unbound).
 - a. Look for signs of mold, insects, and other foreign substances that could pose a hazard to the item or surrounding collections.
 - b. Assess the binding and pages for structural integrity and ability to withstand handling and/or scanning.

⁷ See WEST Disclosure Policy, “Required and recommended disclosure information by Archiver Status” (pg 6) and Appendix 1 (pg 13): <https://cdlib.org/wp-content/uploads/2021/01/WEST-Disclosure-Policy.pdf>

⁸ Depending on whether the OCLC WorldCat record is CONSER authenticated, this may be done locally, with assistance from another institution (WEST or other affiliation), or by emailing bibchange@oclc.org and supplying appropriate documentation to support the change. The CONSER Cataloging Manual is available for review on the Library of Congress’ website: <https://www.loc.gov/aba/pcc/conser/more-documentation.html>

⁹ The time period for which the physical material is expected to last in readable condition when stored in defined environmental conditions. For WEST, the preservation horizon is 25 years from the start of the program (December 31, 2035).

¹⁰ See the Decision Matrix in [Appendix 1](#) for guidance on making decisions when the best copy cannot be determined.

- c. Check that the text block is not obscured, damaged, or missing so many pages that the usability of the contents is significantly impacted.

If an inspection reveals condition problems that the reviewer reasonably believes pose a threat to the integrity of the item or the surrounding collections, the item should be assessed for remediation according to local preservation workflows. If remediation is not possible, the item should not be accessioned into the WEST archives and should be considered for deaccessioning from the local collection. These become completeness problems, and should be recorded and remediated as such.

Additionally, if the item appears unusable because of significant damage to or degradation of the binding or obscured text blocks (due to defacement or other damage, such as fused pages), the item should be assessed for repair according to local preservation workflows. If the item cannot be repaired, it should not be accessioned into the WEST archives and should be considered for deaccessioning from the local collection. This will again be treated as a completeness problem, to be disclosed and remediated as such according to the guidelines for completeness validation above.

If materials are contributed by other institutions to replace damaged materials in the retained holdings, follow the above condition check activities and update the Summary Holdings for the journal.

Voluntary condition validation

In addition to this basic condition check, Archivers may voluntarily review the condition of their WEST materials for problems that may not pose an existential threat to the item or surrounding collections, but which may impact the usability of the material, such as marginalia, brittle paper, and tight bindings. The Shared Print community maintains a shared list of condition problems that Archivers may use to help prioritize and target their voluntary condition validation activities. See [the OCLC detailed shared print metadata guidelines](#) for a comprehensive list of condition problems that are important to the Shared Print community.

Disclosing condition review

Once the condition of the materials has been reviewed, Archivers should record this action in a 583 Action Note where \$a is “condition reviewed.” If materials were removed from the holdings due to major condition problems, the summary holdings statement should also be updated to accurately describe the archived holdings. The [WEST Disclosure Policy](#) contains detailed information about recording and disclosing WEST archiving activities, including condition validation.¹¹

Revalidation under specific circumstances

Typically, Archive Builders will validate higher-risk materials once, as they are first accessioned into the WEST Archives. Storage of these materials in facilities that have environmental and access controls reduces the likelihood of significant change to the materials or the completeness of the holdings. Revalidation of these materials is required under the following circumstances:

- **Resource sharing.** If WEST materials are used to fulfill physical circulation or returnable resource sharing requests (for internal or external users), the materials should be revalidated upon return before they are reshelfed in the storage facility. Revalidation confirms that the materials are still complete and in acceptable condition. If materials are no longer complete or in acceptable condition, Archivers should consult the Decision Matrix in [Appendix 1](#) for next steps in addressing the problems.
- **Missing materials.** If retained materials are found to be missing (due to shelving error, mutilation, etc), the Archiver should initiate local workflows to respond to the problem. If the materials cannot be located, the summary holdings and disclosure notes should be updated to note the missing materials. The Archiver should then consult the Decision Matrix in [Appendix 1](#) for next steps in addressing the problem.
- **Disaster.** If a disaster befalls the collection (flood, fire, natural disaster, extensive mutilation, etc), the Archiver should alert the WEST project team and make all attempts to revalidate the affected collection as part of the cleanup and recovery effort. Problems found in the archives should be addressed according to the Decision Matrix in [Appendix 1](#). Archivers who experience catastrophic disasters should consult the [WEST Guidelines for Replacing or Transferring Archived Titles](#).

¹¹ See WEST Disclosure Policy, “Required and recommended disclosure information by Archive Type” (pg 6) and Appendix 1 (pg 13): <https://cdlib.org/wp-content/uploads/2021/01/WEST-Disclosure-Policy.pdf>

Additionally, periodic revalidation is encouraged for low-risk materials stored in open stacks.

- **Low-risk materials in open stacks.** If Archivers elect to validate their low-risk archives that are shelved in open stacks, it is recommended that these materials be revalidated every few years to confirm their ongoing completeness or condition. The interval for revalidation should be recorded in the 583\$d where \$a is completeness reviewed or \$a condition reviewed.

WEST Archivers may encounter other circumstances not listed here where they decide to revalidate part or all of their archived backfile. Any revalidation activities that are undertaken outside of the above circumstances are considered voluntary and are undertaken at the Archivers' discretion. Revalidation activities should follow the steps described in this document, and should be disclosed according to the [WEST Disclosure Policy](#).

Appendix 1: Decision Matrix and Expected Actions

When validating journal holdings, it is likely that multiple problems may be identified including problems of completeness, condition, or contribution. The following standard actions are expected and must be taken to address each problem. These actions are designed to keep validation effort to a reasonable minimum and to provide transparency across the partnership about actions taken to verify completeness and condition.

NOTE: The following matrix is provided as a tool to help Archivers decide how to address common problems they may encounter while validating their WEST archived materials. These actions are designed to keep validation effort to a reasonable minimum and to provide transparency across the partnership about actions taken to verify completeness and condition. Archivers should use their best judgment to decide when a problem requires remediation and disclosure.

Problem Type	Problem	Action	Disclosure	Example 583
Contribution	Content Partner does not wish to contribute recent volumes or issues.	Seek another Content Partner. If the second institution also does not agree to contribute, accession all available journals into the WEST archives and discontinue work on the journal.	n/a	n/a
Contribution	Complete or near complete holdings are available among Content Partners, but none of the partners are willing to contribute a significant portion of the older volumes or issues (backfile issues).	The entire journal is not a candidate for the Shared Print Archive. Remove the journal from the Shared Print program. If a portion of the Shared Print Archive has already been processed, annotate the remaining unprocessed issues as missing issues in descriptive records in union catalogs and discontinue work on the journal.	n/a	n/a
Completeness	Missing volumes or issues.	Seek missing volumes/issues from Content Partners. If none are available, annotate the missing volumes/issues in descriptive records in union catalogs.	Required	583\$a completeness reviewed \$l missing \$z [missing volumes/issues]
Completeness	Reprints.	Accession reprints into the Shared Print Journal Archive. Document which volumes/issues are reprints in descriptive records in union catalogs. If an original copy is available, accept contribution from Content Partner and replace the reprint in the Shared Print Journal Archive. Remove the reprint from the archive.	Required	583\$a completeness reviewed \$l reprints \$z [volumes/issues that are reprints]

Problem Type	Problem	Action	Disclosure	Example 583
Completeness	Facsimile.	Accession facsimiles into the Shared Print Journal Archive. Document which volumes/issues are facsimiles in descriptive records in union catalogs. If an original copy is available, accept contribution from Content Partner and replace the facsimile in the Shared Print Journal Archive. Remove the facsimile from the archive.	Required	583\$a completeness reviewed \$l facsimile \$z [volumes/issues that are facsimiles]
Completeness	Missing pages	If the issue is missing so many pages that it is rendered unusable, do not accession the issue into the archive. Refer to "Missing volumes or issues" above and seek another Content Partner. If enough content is still present that the issue could reasonably be considered usable, accession into the archive.	Optional	583\$a completeness reviewed \$l missing \$z [volumes/issues with missing pages]
Completeness	Different binding patterns for a volume.	Accession multiple volumes into the Shared Print Journal Archive as necessary to complete the archive. Do not dis-bind volumes or correct physical bindings.	Optional	583\$a completeness reviewed \$l binding patterns vary \$z [volumes/issues impacted]
Completeness	Missing advertisements, images (graphs, photographs), foldouts.	If the issue is rendered unusable, do not accession it into the archive. Refer to "Missing volumes or issues" above and seek another Content Partner. If the main content is still present and undisturbed, no action is necessary, accession the volume into the archive.	Optional	583\$a completeness reviewed \$l missing \$z [volumes/issues missing ads, images, foldouts, etc]
Condition	Evidence of mold, insects, or other foreign substance that poses a threat to the item and/or surrounding collections.	Not permitted in the archive. Refer to "Missing volumes or issues" above and seek another Content Partner.	n/a	n/a
Condition	Unreadable text block (e.g. glue damage, printing mistakes, shot text, binding problems, significant highlighting/marginalia/other markings)	Not permitted in the archive. Refer to "Missing volumes or issues" above and seek another Content Partner.	n/a	n/a

Problem Type	Problem	Action	Disclosure	Example 583
Condition	Extremely fragile binding or brittle pages.	If the item cannot withstand normal handling without incurring damage, do not accession into the Shared Print Journal Archive. Refer to "Missing volumes or issues" above and seek another Content Partner.	n/a	n/a
Condition	Tight binding.	If the content is not readable, do not accession into the archive. Refer to "Unreadable text block" above and seek another Content Partner. If the content is still readable, accession issues into the Shared Print Journal Archive.	Optional	583\$a condition reviewed \$l tight binding \$z [volumes/issues with tight binding]
Condition	Loose binding	No action necessary. This condition is acceptable. Accession the volume into the archive.	n/a	n/a
Condition	Low quality binding/sewing	No action necessary. This condition is acceptable. Accession the volume into the archive.	n/a	n/a
Condition	Brittle paper	If the paper can be damaged by routine handling, do not accession into the archive. Refer to "Extremely fragile binding or brittle pages" above and seek another Content Partner. If the item can withstand normal handling, accession issues into the Shared Print Journal Archive.	Optional	583\$a condition reviewed \$l brittle \$z [brittle pages or issues/volumes with brittle paper]
Condition	Yellowed/Browning pages	No action necessary. This condition is acceptable. Accession the volume into the archive.	Optional	n/a
Condition	Highlighting, marginalia, pencil and pen markings	If a significant number of pages have highlighting or markings that render the text unreadable, do not accession into the archive. Refer to "Unreadable text block" above and seek another Content Partner. Otherwise, accession the issues into the Shared Print Archive. Do not attempt to verify this at the page level, only at a cursory level by flipping through the text block.	Optional	583\$a condition reviewed \$l highlighting \$z [volumes/issues with highlighting]
Condition	Loose or separated pages	Reattach the pages or tie the volume with acid free string per local policies, and accession into the Shared Print	Optional	583\$a condition reviewed \$l loose \$z [volumes/issues with loose

Problem Type	Problem	Action	Disclosure	Example 583
		Archive.		pages]
Condition	Missing issue covers	If the missing covers appear to have included significant content, refer to "Missing pages" above. If the issues appear to have significantly degraded structural integrity due to the covers being missing, refer to "Extremely fragile binding or page" above. If the covers do not appear to have contained significant content and their absence does not appear to impact the structural integrity of the piece, no action is necessary. This condition is acceptable. Accession the volume into the archive.	Optional	n/a
Condition	Separated issue covers	Reattach the cover(s) or tie them with acid free string per local policies, and accession into the Shared Print Archive.	Optional	n/a

Appendix 2: Examples of Validation Disclosure

The following are intended only as examples of records for materials retained as Bronze, Silver, and Gold for WEST to illustrate disclosing validation activities and outcomes. These examples illustrate the minimum requirements for each Archive Type. Examples are taken from disclosure records provided to WEST, and have been anonymized. Outputs from different ILSs are included to illustrate expected outputs from different systems.

Alma ILS Output - no validation

```
LDR      02039cas a2200565 i 4500
001      2234500610003421
004      9910550009703421
005      20200625104028.0
007      ta
008      1107210u\\8\\1001aaeng0110728
022      \\$a0014-2565
035      \\$a (OCoLC) 1763869
561      \\$aABC
583      \\$aCommitted to
          retain$c20190621$d20351231$fWEST$uhttp://www.cdlib.org/services/west/docs/WEST
          ProgramStatement.pdf
852      1\$82234500610003421\$aABC$bMAIN$hQP31$i.A28
853      33\$82234500610003421.1\$81$av.$i (year)
853      33\$82234500610003421.2\$82$av.$bno.$i (year)
853      33\$82234500610003421.3\$83$av.$i (year)
863      3\$82234500610003421.4\$81.1$a50-73$i1953-1959
863      4\$82234500610003421.5\$82.1$a74$b1-4,6$i1959$wg
863      3\$82234500610003421.6\$83.1$a75-159$i1959-1980$x1953-1958, 1959 (incomplete),
          1960-1980$zCANCELED v.159 (1980)
```

III ILS Output - volume-level validation for completeness

```
LDR      00660ny 22002053n 4500
001      .c10505222
004      .b19431259
005      20200615102732
007      ta
008      1107210u\\8\\1001aaeng0110728
014      \\$a1588960$bOCoLC
022      0\$a0041-1612
030      \\$aTRNJA
035      \\$a (OCoLC) 1588960
561      \\$aXYZ
583      1\$3v.9:no.1 (1959:Mar.)-v.16:no.1 (1966:Mar.),v.16:no.3 (1966:Sept.)-v.51:no.3 (2
          005:Dec.)$acommitted to
          retain$c20200630$d20351231$fWEST$uhttp://www.cdlib.org/services/west/docs/WEST
          ProgramStatement.pdf
583      1\$3v.9:no.1 (1959:Mar.)-v.16:no.1 (1966:Mar.),v.16:no.3 (1966:Sept.)-v.51:no.3
          (2005:Dec.)$acompleteness reviewed$c20200630$fWEST#ivolume-level#lmissing
          volumes#zmissing v.1-v.8
852      1\$aXYZ$bmain$hHE1$i.T8
866      \0\$880$av.9:no.1 (1959:Mar.)-v.16:no.1 (1966:Mar.),v.16:no.3 (1966:Sept.)-v.51:no
          .3 (2005:Dec.)
```

Voyager ILS Output - issue-level validation for completeness and condition

LDR 00660ny 22002053n 4500
001 1178321
004 1147367
005 20190515104504.0
007 ta
008 9004215p\\\\\\8\\\\\\o000uueng1990609
014 1\\\$a18161076\$bKU
022 0\\\$a1047-2665
035 \\\$a (OCoLC) 18161076
561 \\\$aWOW
583 \\\$acommitted to
retain\$c20190306\$d20351231\$fWEST\$uhttp://www.cdlib.org/services/west/docs/WEST
ProgramStatement.pdf
**583 \\\$acompleteness reviewed\$c20190306\$fWEST\$iissue-level\$lmissing
volumes\$zmissing v.1:1-3; v.2:6; v.3:4**
**583 \\\$acondition reviewed\$c20190306\$fWEST\$iissue-level\$lmarginalia\$zmarginalia
v.7:2; v.10:6\$lbrittle paper\$zbrittle paper v.8-v.9**
852 01\$aWOW\$bannex\$hQL640\$i.V58
853 20\$81\$av.\$bno.\$u6\$vr\$i (year) \$j (month) \$wb
863 40\$81.1\$a3-11\$b5-2\$i1992-2000\$j01/02-02/03
866 40\$81\$av.3:no.5 (1992:Jan./Feb.)-v.11:no.2 (2000:Feb./Mar.)