



# WEST Past Member Archiver Ongoing Responsibilities

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As stated in section 2.2 of the [WEST Program Statement Terms & Conditions](#) (“Retention period”), “WEST retention commitments survive membership in WEST.” As such, Archiver institutions still hold some responsibilities to WEST after terminating their membership in the program.

### Past Member Archiver Responsibilities

An Archive Holder that terminates membership with the WEST Program continues to be responsible for

- Retaining committed print materials through the agreed upon retention period, as defined in the WEST Program Statement. Past members will not sell, discard, donate, or otherwise relinquish ownership or control of any of their archived materials prior to the Retention Date, except to transfer materials to another WEST Archive Holder or with permission of the Executive Committee.
- Maintaining WEST materials in appropriate facilities according to the [WEST Environmental Standards](#) for the risk level. Archived materials may be transferred to locations that provide enhanced security or a more robust preservation environment at the discretion of the Archiver, and may not be transferred to locations that provide less security or lower preservation standards than required for the risk level of the materials.
- Providing access to WEST archived materials according to the [WEST Access Policy](#). This includes remaining in various resource sharing partnerships or groups maintained by WEST to facilitate WEST member access to WEST archives.
- Providing an updated disclosure file to WEST and updating shared print commitment registration in OCLC according to the [WEST Disclosure Policy](#) before membership terminates. If, after termination, new volumes are added through contributions from other institutions, materials are re-cataloged or moved to a new location, or if commitments are transferred to another WEST Archiver, past members provide an updated disclosure file to AGUA and update their commitment registration information in OCLC.

Past Member Archivers are also strongly encouraged to participate in the following activities, to the extent possible:

- Reviewing reports (e.g., annual resource sharing statistics) prepared by WEST program staff to check for accuracy. Additionally, past members may be asked to provide basic information about their archived collections to support WEST program staff understanding of the WEST archives.
- Receiving gifts from WEST libraries to fill gaps in the archived holdings and adding the new volumes to the WEST archives as they are offered (archived holdings will be re-disclosed to WEST and in OCLC when contributed materials are added to the archived backfile).
- Maintaining at least one contact on the WEST-Archivers-I listserv, promptly notifying the [WEST program staff](#) of any necessary updates.

If archived materials are damaged or lost, or if the Archiver is no longer able to hold or maintain the materials according to the requirements described in the WEST Member Agreement, Archivers should consult the [WEST Guidelines for Replacing or Transferring Archived Titles](#) for steps to take to ensure the ongoing integrity of the WEST archives.

### Past Member Non-Archiver Responsibilities

Members that did not serve as Archivers for WEST do not hold responsibilities after termination of their membership.