



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 may also proactively archive materials on behalf of WEST.¹

Archive Holder Definition

An Archive Holder is an institution (library and/or storage facility) that retains the print backfile for a journal family. Archive Holders perform low-effort archiving, meaning they are not required to verify inventory, validate their holdings, or transfer materials to storage.

Example 1:

Member ABC has holdings for Journal Family 987 in two locations: Storage A holds v.1-2000, and Library B holds 2001-2015. Both holdings are disclosed as retained for WEST and remain in their original shelving locations.²

Archive Builder Definition

An Archive Builder engages in higher-effort archiving, assembling print holdings from various libraries to create a single validated backfile, which is then held in a location with environmental and access controls that meet the WEST Environmental Standards. Once the backfile for a journal family is built, the Archive Builder becomes an Archive Holder for that family.

Archive Builders receive special compensation to provide archive creation services for higher-risk materials, described below. The Archive Builder agrees to retain the backfile in environmental conditions stipulated by WEST.

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

Example 2:

Member ZXY has holdings for Journal Family 123 in three locations: Library A holds v.1-1950 of Title Z, Storage B holds 1955-1985, and Library C holds 1986-2020. Library A and Library C transfer their holdings to Storage B, where they are received, validated, and accessioned into the facility. Storage B also calls for holdings from the broader WEST membership to complete gaps found during validation (e.g. 1951-1954 and other gaps).

Example 3:

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 for and validates both libraries' holdings and calls for additional holdings from the broader membership to fill gaps.

Example 4:

One library (D) does not have a storage facility, but through the collection analysis process, is proposed as the Archive Builder for a journal family. The library is able to house the backfile in appropriate environmental conditions. The library is

¹ See the [WEST Guidelines for Proactive Local Archiving](#) for more information on this practice.

² 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>

declared the Archive Builder and calls for, receives and validates holdings from the broader membership to complete the backfile.

Archive Holder Responsibilities

An Archive Holder is responsible for

- Retaining print backfiles for an agreed upon preservation horizon as defined in the WEST Program Statement
- Providing access to WEST backfiles according to the WEST Access Policy
- Responsibilities include:
 - disclosing holdings according to the WEST Disclosure Policy. This also includes re-disclosing holdings that are moved to storage later.
 - Preparing progress reports and other ad hoc reports
 - Receiving gifts from WEST libraries to fill in gaps
 - Responding to WEST member inquiries and offers for holdings contributions
- Communicating and coordinating with the Administrative Host and other Archive Holders
- Participating in WEST consortial activities, particularly inter-Archive Holder activities (e.g. training, developing and sharing best practices, coordinating deselections)
- Providing a single point of contact for project management

Archive Builder Responsibilities

In addition to the Archive Holder responsibilities, the Archive Builder is also responsible for

- Creating archives within a validation cycle for a predefined set of journal families and budgeted number of volumes determined by WEST partners.
 - Conducting two “calls for holdings” within the validation cycle as described in the “Call for Holdings and Gap Filling process.” This includes initial pre-validation holdings verification.
 - Validating holdings according to the WEST Validation Standards & Procedures.
 - Using reasonable efforts to complete validation within the designated validation cycle.
 - Preparing “wish lists” or “gap” reports at the end of the validation cycle
 - Preparing progress reports and other ad hoc reports for each validation cycle
 - Receiving gifts from WEST libraries to fill in gaps, after the validation cycle is complete
 - Responding to WEST member inquiries and offers for holdings contributions
- Disclosing print backfile holdings in OCLC according to WEST Disclosure Standards, which are informed by WEST validation standards
- Receiving and managing funds intended for archive creation services
- Hiring or otherwise allocating appropriately skilled staff to carry out archive creation services. Special training for project management and validation is required; previous serials management experience is very important. Sample position descriptions are made available by the Administrative Host.
- Preparing reports using standard templates or on an ad hoc basis. Reports may be used by WEST member libraries, the Administrative Host, WEST Governing bodies, and non-WEST libraries.
- Ensuring compliance with the WEST Validation Standards & Procedures. An Archive Builder’s activities are expected to conform to these standards. If an Archive Builder does not conform to the standards, the Archive Builder is expected to align its activities and bring the archives up to standards within the archiving cycle. If the Archive Builder does not meet quality assurance and productivity standards during an archiving cycle, WEST reserves the right not to engage the Archive Builder in future archive creation services.