

UC Libraries  
Shared Print

California State  
Documents Archive

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Collection and Operations Model to Incorporate California State Documents into JACS

June 2026

## *Introduction*

The University of California will collaborate systemwide to ensure the sustainable retention of and ongoing availability of California State Documents.

Instead of launching a new task force, service team, or project, the California State Documents will be woven into the existing structures of the Journal Archiving Campaign Service (JACS) and leverage strategies and standards set by the UC Federal Documents Archive and UC shared print program. The resulting shared print collection of California State Documents will be retrospective like JACS and the UC Federal Documents Archive.

### *1. Collection Model*

#### **1.1 Selection and collections analysis process**

The Shared Print Strategy Team (SPST) oversees the analysis via a subgroup of its members known as the Collections Working Group (CWG). For California State Documents selections specifically, SPST and its CWG consult with UC members of the Government Information Libraries (GILS) CKG. Selected titles are presented in a form similar to historical JACS title lists (i.e., Excel sheets and Alma Analytics reports).

In January 2026, the CDL Shared Print Analyst completed an initial analysis of California State Documents held across the UC Libraries. Parameters to extract data through Alma Analytics were set after consultation with the UC members of the GILS CKG and Bill Riddle, Senior Librarian at the California State Library.

#### **1.2 Data Set, Criteria, Priorities, and Recommendations**

Please see the [JACS 11 & 12 Collections Analysis Overview](#) for all information pertaining to the data set, criteria, and recommendations for what content to prioritize first.

### *2. Operations Model*

#### **2.1 Compliance with State Depository Agreements**

Eight of the UC campuses have libraries designated as California State Depositories, which receive publications produced or distributed by California state agencies.<sup>1</sup> California State Depository Libraries sign an agreement with the Department of Finance to accept publications, and provide adequate facilities and expertise to store and provide access to the content.

##### *2.1.1 Transfer of California State Documents to the SLF*

The UC Libraries coordinated with the California State Library to affirm a memo formally recognizing the relationship between all 10 UC campuses and the UC Systemwide Library Facilities (SLF). As affirmed in the memo, UC campuses are able to transfer State Documents to the SLF and remain in compliance with their responsibilities as State Depository Libraries. See [Appendix A](#) for a copy of the memo.

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<sup>1</sup> <https://www.library.ca.gov/government-publications/state-document-depository-program/depositories/>

### 2.1.2 Coordinated Offers, Deduplication, and Deselection

Depository libraries are required to offer discards of State Documents to the Government Publications Section of the California State Library and to other depository libraries. However, “Regional library consortia may, with the approval of the State Library, reduce the number of duplicate copies owned by complete, selective, or law library depositories in their library systems provided there is an acceptable method of sharing between libraries and providing public access to the remaining copy or copies.”<sup>2</sup> “Duplicates” are not subject to the intensive offers process before discard.

In partnership with the California State Library, the Shared Print Strategy Team has articulated a coordinated offers and deselection workflow that meets the requirements of State Depository Libraries. This workflow is described in [section 2.3](#) of this report.

## 2.2 Archiving & Disclosure

### 2.2.1 Validation

Until the inclusion of California State Documents, JACS’s scope has been limited to serials and validation standards were structured to serve serials. California State Documents will bring both single-part monographs and serials under the umbrella of JACS. Validation requirements will be distinct per format.

**Serials** – In alignment with the originally articulated JACS process steps for serials, California State Document serials will be physically validated at the issue-level for completeness and condition.<sup>3</sup> If volumes are incomplete or in poor condition, that is noted in the appropriate 583 subfield. While UC Libraries have a high degree of confidence in the accuracy of the catalog of SLF collections, validation also accounts for the higher degree of complexity that can exist in serial records and supports efficient gap-filling.

**Single-part Monographs** – By contrast, UC Libraries have set a precedent of not requiring physical validation for single-part monographs in the SLF. This has been the practice adopted for both the SLF’s participation in the HathiTrust Shared Print program and for the UC Federal Documents Archive program. Single-part monographs deposited to the SLF as part of the California State Documents collections will not be physically validated.

### 2.2.2 Disclosure

In alignment with the UCL Shared Print Disclosure Standards for Journals and the UC Federal Document Archives Disclosure Policy (Appendix D),<sup>4</sup> California State Documents consolidated at the SLF will have a 583 retention note and applicable Alma flags applied. 583 retention notes should be applied to the *local holdings record* for both monograph and serial formats.

Critical information to record:

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<sup>2</sup> <https://www.library.ca.gov/government-publications/state-document-depository-program/policies/>

<sup>3</sup> Please note that the original validation level defined for JACS was “volume-level,” but practice at the SLF has evolved over time to validate all serials at the “issue-level.”

<sup>4</sup>

[https://libraries.universityofcalifornia.edu/wp-content/uploads/2013/06/UC\\_Federal\\_Document\\_Archive\\_Report\\_and\\_Recommendations.pdf](https://libraries.universityofcalifornia.edu/wp-content/uploads/2013/06/UC_Federal_Document_Archive_Report_and_Recommendations.pdf)

- 583\$a Action = committed to retain
- 583\$f Archiving Program = UCL Shared Print<sup>5</sup>
- Set Alma retention flag
- Alma retention reason = California State Documents

Additional guidelines for fields required to identify UCL Shared Print materials are described in Appendix 3 of the [UCL Shared Print Disclosure Standards for Journals](#). Please note for monographs, certain fields like ISSN and holdings do not apply.

Commitments are disclosed on an annual basis to CDL and OCLC.

## 2.3 Offers, Deduplication, and Deselection

It is a priority of incorporating California State Documents into the JACS program that a systemwide coordinated offers, deduplication, and deselection workflow is established to streamline effort across the UC Libraries and maximize resources. It is also a priority to do so in a way that honors the discard responsibilities of UC campuses serving as California State Depository Libraries.<sup>6</sup>

### 2.3.1 Initial Workflow - Testing Responsiveness on CALDOC-L

A coordinated workflow that is centrally administered by the Shared Print Team can only go so far, and final offers and logistics continue to be best-situated with the individual campus libraries to avoid encumbering the process with too much mediation.

One of the pain points of the offers process is the requirement to make an offer to CALDOC-L after CSL has passed on materials. Anecdotally, there is very little response to offers made on the CALDOC-L, which makes the effort of the offer and the waiting period that accompanies the offer difficult to justify.

UC Libraries' commitment to retaining a copy as a system of California State Documents could justify a modified workflow in which additional UC copies are treated as "duplicates" to the depository copies, which will be retained in the SLF. Such a modified workflow would not involve offering to CALDOC-L except in the case of consideration to withdraw the retained copy from the SLF. This modified workflow is outlined in section [2.3.2 Potential Future Workflow](#).

However, CSL and UC Libraries share a desire to test the theory that offers to CALDOC-L will result in minimal positive benefit to the networked collection of California State Documents.

Therefore, in the initial implementation of expanding JACS to include California State Documents, the offers, deduplication, and deselection workflow will involve final offers from the campuses to both the CSL and

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<sup>5</sup> Past UC shared print practice has involved designating 583\$f values for specific projects such as the UC Federal Documents Archive or Shared Print for Licensed Content. The proliferation of 583\$f values introduces some complications in managing retention data and avoiding double-counting committed items. UC's shared print disclosure standards now include guidance on identifying specific projects or initiatives via the Alma retention reason for internal tracking purposes. At this time, the retention reason seems sufficient to allow UC Libraries to track the collection of California State Documents and the CDL Shared Print Team recommends against designating an additional 583\$f for the collection.

<sup>6</sup> <https://www.library.ca.gov/government-publications/state-document-depository-program/discard-instructions/>

CALDOC-L. The SPST will track success rates of offers over a to-be-determined period of time and then reassess the workflow in partnership with campus libraries and CSL.

Even in this initial workflow there are efficiencies to be gained through centralized coordination to identify titles *not needed* by CSL. This eliminates one step in the process for campus libraries. Further, the centralized tracking of campus offers both to CSL and CALDOC-L can help control redundant effort and offers on the same titles.

**Initial Workflow - UC Libraries make offers to both CSL and CALDOC-L listserv for all titles under consideration for deselection.**

1. CDL Shared Print Team actions:

- a. The CDL Shared Print Team maintains a State Documents deselection list in the form of a Google workbook. The deselection list is updated annually by the CDL Shared Print Team based on SLF and campus collections with the retention reason California State Documents, and makes explicit titles cleared by CSL for deselection.
  - i. On an annual basis the Shared Print Team sends CSL a list of new retentions for review and CSL marks titles they do not need. Duplicate holdings for those titles in the UC Libraries are considered cleared for deselection (the retention, whether at the SLF or in-place with a campus, is persistent and will not be withdrawn).

2. Campus actions:

- a. For titles in the deselection list that are cleared for deselection, campuses should offer the titles to CALDOC-L listserv. If no one claims the titles within two weeks, the campus may withdraw the titles.
- b. For titles in the deselection list that are not cleared for deselection, campuses should offer the titles to CSL and then to CALDOC-L listserv before deselecting.
  - i. Campuses are asked to note in the list both their intent to offer and confirmation once the offer has been made. This prevents multiple offers being directed to CSL.

### 2.3.2 Potential Future Workflow

If offers to CALDOC-L are agreed (by UC Libraries and CSL) to demonstrate a lower than reasonable return on investment, UC Libraries will pivot to a workflow that treats additional copies of the SLF-retained titles as “duplicates.” Offers will continue to be made to CSL given that institution’s strong mission and interest in preserving multiple copies of California State Documents. However, offers to other California State Document Depository Libraries through CALDOC-L will not be a requirement.

If offers to CALDOC-L are agreed to demonstrate a reasonable return on investments the [initial workflow](#) will continue as the ongoing workflow.

**Potential Future Workflow - UC Libraries are required to make offers only to CSL as long as the system is retaining at least one copy. If UC considers withdrawing the retained copy of a title within the system, offers should be made not only to CSL but to the CALDOC-L listserv.**

1. CDL Shared Print Team actions:
  - a. The CDL Shared Print Team maintains a State Documents deselection list in the form of a Google workbook. The deselection list is updated annually by the CDL Shared Print Team based on SLF and campus collections with the retention reason California State Documents, and makes explicit titles cleared by CSL for deselection.
    - i. On an annual basis the Shared Print Team sends CSL a list of new retentions for review and CSL marks titles they do not need. Duplicate holdings for those titles in the UC Libraries are considered cleared for deselection (the retention, whether at the SLF or in-place with a campus, is persistent and will not be withdrawn).
2. Campus actions:
  - a. For titles in the deselection list that are cleared for deselection, campuses may withdraw without making further offers.
  - b. For titles in the deselection list that are not cleared for deselection, campuses should offer the titles to CSL before deselecting.
    - i. Campuses are asked to note in the State Documents deselection list both their intent to offer and confirmation once the offer has been made. This prevents multiple offers being directed to CSL.

The deselecting campus library is responsible for coordinating shipment and covering shipping costs should CSL or another State Depository Library claim titles.

## 2.4 Access

In alignment with the access behavior of both JACS and UC Federal Document Archive shared print retentions, California State Documents consolidated at the SLF will be designated as building-use only (BUO).<sup>7</sup>

## 2.5 Resourcing

The California State Documents work will be supported by the existing JACS business model unless other or expanded resourcing is defined. JACS capacity is set to 20,000 work units per year as of fiscal year 2025-26. The 20,000 work units come out of SLF allocation.<sup>8</sup> Additionally, CDL makes an annual payment to the SLF to support additional processing associated with deduplication and converting legacy collections to shared print. The JACS shipping service is paid for and managed by CDL and is provided free of charge to the campuses and SLF.

The recommended approach in the first year of converting single-part monographs already housed in the SLF<sup>9</sup> is supported in-kind by the SLF with no additional subsidy or work units expended via new deposits made. This is possible because physical validation is not required for single-part monographs, which means the work is limited to batch-level record updates. When campuses transfer California State Documents to the SLF in future years that will be supported by allocation.

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<sup>7</sup> CSL confirmed that depository libraries are not required to circulate materials to patrons who do not generally have borrowing privileges with the library. Neither are they required to circulate materials that have been designated as noncirculating or reference copies.

<sup>8</sup> As of fiscal year 2025-26, JACS work units are subtracted from the allocation of the campus that deposits the materials.

<sup>9</sup> Please see page 10 of the [JACS 11 & 12 Collections Analysis Overview](#).

## 2.6 Assessment Expectations

The incorporation of California State Documents into the JACS model will be assessed in fiscal year 2028-29, which follows the first two years of its implementation.

### *Appendix A - Memo - UC State Depository Libraries & the UC SLF*

Note: The Memo has been submitted to the Council of University Librarians (CoUL) for acknowledgement and signature. The signed copy will be filed with other documentation pertaining to shared print and JACS.

**Memo** to be added to the California State Library files of past, current, and future University of California (UC) Libraries serving as California State Depositories

Subject: How the UC Systemwide Library Facilities (SLF) play a role in UC California State Depository Libraries fulfilling their depository responsibilities

Many UC Libraries serve as complete or select California State Depository Libraries. Each of those libraries has an individual agreement - stewarded by the California State Library (CSL) - that details the specifics of California State Depository Library responsibilities.

This memo makes explicit that any UC campus and their various associated libraries are able to transfer California State Depository materials to the UC Systemwide Library Facilities (SLF), which will retain the materials on behalf of the University of California and continue to provide access to them.

The shared expectations between the UC Libraries and the California State Library are as follows:

1. UC Libraries affirm that California State publications are the property of the State and not the UC Regents
2. The UC SLF are a shared, economical, common good for the University of California; all UC campuses have access to the SLF as an extension of their local library collections
3. A UC California State Depository Library may transfer State publications for which they are the Depository Library to the UC SLF
  - a. Transferred California depository publications will be designated as persistent (not to be withdrawn)
  - b. Transferred California depository publications will be available to users across the University of California system as well as members of the general public
4. The UC SLF are governed by a one copy policy; if multiple UC Libraries are receiving the same titles as part of the California depository program, only one copy may be transferred to the UC SLF
  - a. Additional copies may be withdrawn after following CSL guidelines for offers
5. The UC Libraries may choose to designate one campus to retain specific collections of California State publications in place
  - a. Additional copies at other campuses may be withdrawn after following CSL guidelines for offers
6. Campus libraries' personnel will continue to provide guidance to users on how to find and access California State publications within the UC Libraries - including those publications transferred to the UC SLF

Acknowledged by:

\_\_\_\_\_  
[name, position, California State Library]

Date\_\_\_\_\_

\_\_\_\_\_  
[name, position, Council of University Librarians, University of California]

Date\_\_\_\_\_

## *Appendix B - Resources*

UC Federal Documents Archive documentation

- [Initial 2014 Report](#)
- [FedDocArc Process Outline](#): Note that Phase 3 was ultimately placed on hold because of enumeration/chronology issues.
- [Against the Grain Article](#): Provides a high level overview in just over 1.5 pages.
- [UC FedDocArc Disposal Instructions](#)

Relevant UC shared print documentation

- [UC Libraries Shared Print Disclosure Standard for Serials](#) (Updated Feb. 2025)
  - [Disclosure of the UC JSTOR Archive](#) (February 18, 2016)
  - [SILS Harmonization Decision: Retention Reason for Shared Print](#) (Updated April, 2025)
- [UC Campus Transfers of WEST Bronze Archives: Operational Guidelines and Expectations](#) (December 2018)
- [RLFs as contributors to Journal Archiving Campaign Services \(JACS\)](#) (Spring 2019)