

Shared Print in Place Policy for Prospective Collections

Endorsed by CoUL and SOPAG Adopted by CDC March 16, 2012

This policy has been crafted to align with the overarching goals for Shared Print collections:

- To facilitate the development of more comprehensive and diverse research collections available to library users through efficient collaborative methods for the prospective acquisition of research resources.
- To offer incremental economies to participating libraries through space savings and other cost avoidances.
- To begin to create long-term opportunities for the re-allocation of library space to meet existing demands for current and retrospective collections and support new, transformative uses.
- To preserve the scholarly printed record, where print remains the archival medium of choice, at the lowest possible unit cost.

This policy governs the management of shared print collections that are prospectively acquired and held in full-service libraries. The policy shall apply consistently across libraries and regardless of whether or not there is a digital or other version available.

Changes to this policy are made by the Collection Development Committee (CDC) in consultation with CDL Shared Print.

The level of effort to manage shared collections, wherever they are located, should be comparable to the level of effort applied to individually-managed collections.

If a library agrees to house all or part of a shared print collection, the following principles shall apply:

1. Because the materials are collaboratively selected, agreed upon and designated as a Shared Print collection for the benefit of the system, and because campuses make collection development decisions based on the presence of the shared collection, ownership is shared among the participating institutions.
2. The library may not withdraw an item from a shared collection for any reason.
3. All items in a shared collection shall be physically marked to indicate that they are part of a shared collection.
4. All materials in a shared collection shall be so identified in bibliographic records according to the Bibliographic Service Standards for Shared Print.
5. The library shall be responsible for preservation treatments, replacement and maintenance of materials in a shared collection according to existing policy for such actions.
6. The library shall be responsible for maintenance of the bibliographic records for materials in a shared collection according to the Bibliographic Service Standards for Shared Print.

7. Materials in a shared collection may be integrated into the library's general collection.
8. Materials in a shared collection shall circulate and shall be loaned in accordance with provisions of the Common Access Policy for Shared Print.
9. Participating institutions shall consider shared print titles held at a library as equivalent to the same titles held at a storage facility (e.g. Regional Library Facility) for purposes of avoiding unintentional duplicate ordering.
10. If a shared print copy is held at a library, deposit of duplicate copies in a storage facility (e.g. Regional Library Facility) is not permitted. In order to facilitate implementation of this policy, depositing libraries must search for Shared Print in Place holdings in union catalogs (e.g. Next Generation Melvyl) prior to making deposits.

If a library should decide to transfer the shared materials held on site to a storage facility (e.g. Regional Storage Facility), the following principles shall apply:

1. The materials shall be governed by the *Persistent Deposits in UC Regional Library Facilities* (February 20, 2006) policy, once deposited.
2. Shared collections shall not be considered duplicates under the provisions of Section 2.1 of the *Regional Library Facilities Statement of Operating Principles* (November 27, 2006).
[<http://www.srlf.ucla.edu/Deposit/OpPrinciples/RLFopPrinciples.pdf>]

Rather, shared collections shall be considered part of "an approved UC Libraries collection management plan for selective systemwide retention of duplicate copies."

3. Ingest of shared collections shall take priority over ingest of campus deposits of general collections under the provisions of Section 2.5 of the *Regional Library Facilities Statement of Operating Principles* (November 27, 2006).
[<http://www.srlf.ucla.edu/Deposit/OpPrinciples/RLFopPrinciples.pdf>]
4. In accordance with the provisions of Section 4 of the *Procedures for Annual Management of Deposits to the UC Regional Library Facilities* (November 8, 2006),
[http://libraries.universityofcalifornia.edu/planning/SLFB_deposit_management_final.pdf] deposits of shared collections shall not count against the library's annual allocation, unless the library agrees to use part of its annual allocation for the shared collection. The library shall bear the costs for deposit of the shared collection in accordance with provision 4 for shared collections.
5. Shared collections deposited in a storage facility shall circulate and shall be loaned from the facility in accordance with the provisions of the Common Access Policy for Shared Print.

6. The library shall continue to be responsible for preservation and bibliographic record maintenance for all items in the shared collection.
7. If a shared print copy is found to be not shelf-worthy at the time of deposit in a storage facility, the library shall acquire or identify a substitute print copy in the system.