



Shared Print Agreements and Procedures Working Group: FINAL REPORT

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Authors

Sherri Michaels, Indiana University
Jennifer Hain Teper, University of Illinois
Amy Paulus, University of Iowa
Gene Springs, The Ohio State University
Mary Miller, University of Minnesota
Chris Holobar, Pennsylvania State University
Margaret Kelly, University of Michigan
Harriet Wintermute, University of Nebraska-Lincoln
Stephen Meyer, University of Wisconsin-Madison

Contributors

BTAA Liaison, Karla Strieb, Visiting Program Director for Shared Collections
Sara Amato, Shared Print Consultant

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Executive Summary

The Working Group was tasked with recommending initial agreements to define expectations for retention, persistence, and access actions by member libraries for items committed to the BTAA Shared Print Program. The report is structured to state our guiding vision, give necessary background information, list recommendations for further action as well as some potential next steps, and identify the key areas for an initial set of agreements.

Key Recommendations

We recommend the following actions to create the foundation of the Shared Print Program:

1. **Expand Shared Print Retention Commitments to Monographs**
 - Using a distributed model, with materials housed in place.
2. **Shared Collections Governance Model**
 - Move all retained materials under a shared collections model governed by a set of agreements outlined in Appendix A.

Moving to this model will allow the Big Ten Academic Alliance to ensure the persistence of access to our collectively broad and diverse shared print holdings.

In addition to aligning the key areas as listed below to facilitate the creation of this shared collection, we also recognize that another group, or groups, will likely be needed to further define, manage, and eventually build services upon this shared collection. Therefore, we also recommend **the creation or expansion of existing groups** to achieve the desired outcomes.

Key Areas of Alignment

The report identifies several key areas within a collection lifecycle where practices must be aligned to ensure the success of the BTAA distributed print retention program:

1. **Retention:**
 - Establishing policies for retaining print materials to ensure long-term availability.
2. **Circulation & Access:**
 - Developing guidelines for how retained materials can be accessed and circulated among member libraries.

3. **Description & Metadata:**
 - Standardizing the description and metadata practices to ensure consistency and ease of access across the shared collection.
4. **Preservation, Storage & Digitization:**
 - Coordinating efforts to preserve, store, and digitize materials to maintain their integrity and accessibility.
5. **Replacement & Withdrawals/Decommitting:**
 - Creating protocols for replacing lost or damaged items and managing the withdrawal or decommitting of materials from the shared collection.

These areas are categorized into minimum, preferred, and aspirational goals to accommodate varying levels of participation and resources among BTAA Library members and are described in [Appendix A](#).

In addition, the Working Group has outlined [future directions for community work](#), identified [functionality requirements for an Agreements Engine](#), and provided [recommended action notes](#) (583 expressions) for items designated to the Shared Print Collection.

Project Charge & Deliverables (summary from [charge](#))

The Working group was charged to recommend the initial agreements that will define the expectations for retention, persistence, and access actions by member libraries for items committed to the BTAA Shared Print Program. These first agreements are understood to be a starting point in an ongoing, iterative process of scaling and enhancing the Program.

The charge outlines some of the parameters that were articulated in various meetings of the BTAA Library Deans/ULs and the Big Collection Steering Committee such as expanding the corpus from serials into monographs and creating a distributed and federated shared collections strategy in which both preservation and access are important.

The Working group met bi-weekly to discuss the charges and various strategies for achieving the stated outcomes. The following report defines the common language for agreements and policies, as well as an initial set of recommendations for shared workflows and operational agreements for the distributed print retention program.

Vision & Principles

The BIG Collection initiative is committed to uniting the separate collections of the BTAA Libraries into one cohesive, shared and fully networked collection. This paradigm shift will require coordination and commitment among participating libraries across the entire collection lifecycle, from collection development and acquisition through preservation or deaccession. While our existing print collections are only one piece in this overarching vision, we must “ensure the longevity of existing print collections through policies to guarantee sufficient copies are retained, and through coordinated investments in preservation and digitization, to ensure sustained access.^[1]” By creating a shared collection that is governed by a set of community-created standards and practices, the Big Ten Libraries will be able to not only ensure broad, long-term access to our vast print collections, but also allow us to manage our print collections more effectively.

Sustained and shared access being fundamental to this initiative, we are also committed to supporting, reinforcing, and expanding upon our member institutions’ commitment to equity and justice. Access to scholarship and art remains fundamental to exposing and correcting historical wrongs. The depth and breadth of our combined collections is a resource that we hope will inspire generations of faculty, students and researchers and will help promote restorative justice for underrepresented and marginalized communities. By thoughtfully examining what is collectively managed, the consortium can also ensure that diverse resources are selected that represent the full breadth of our society and culture.

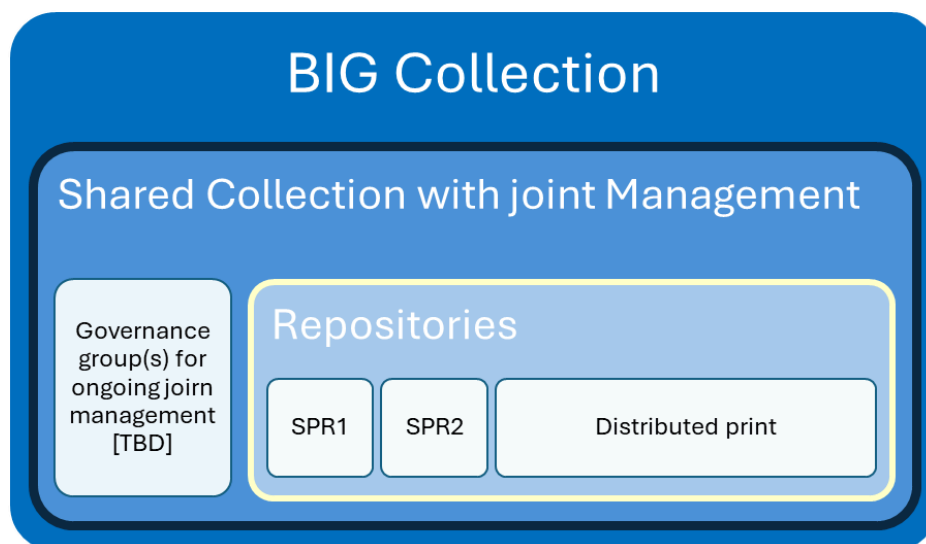
Background and Recommendations

Background

Our charge states that the “current focus of the Big Ten’s print collection strategy is the development of a shared print program rooted in the previous decade of shared print repository projects...” As noted, the BTAA has developed a shared collection in the form of two shared print repositories (SPR) that are housed at Indiana University and the University of Illinois that were built in phases known as SPR1 and SPR2, respectively. These repositories were started with the goal of securing commonly held journal titles, and thus allowing the BTAA Libraries to individually make effective collection management decisions around these retained titles.

While SPR1 and SPR2 are successful models for the long-term retention of widely held print journals, a different approach must be considered for our broader and more variable shared monographic holdings as these materials do not have the same levels of electronic access for ease of use, nor the same space considerations given the volume of materials.

Also shared print repositories are only one piece of the larger picture in moving towards achieving “one cohesive, shared and fully networked” collection as well (see image below). Retained materials can inform the basis of many collection management decisions, so a retention commitment is a necessary first step; however, our goal is to also move towards a central BTAA collection strategy governed by a set of agreements and practices. By investing in a shared, comprehensive collection, we can deliver value to all of our users through equitable access as well as gain economies of scale on decision making to free up other resources.



Definitions of Key Terms:

To facilitate the understanding of some of the concepts discussed in this report, see the [BIG Collection Glossary of Terms](#).

Recommendations:

In order to continue to build upon all of the previous work as above, and to also begin to scale our work towards the overarching vision of a shared and fully networked collection, we recommend a two-pronged approach as the next steps. The first prong is to expand the shared print retention commitments to monographs, although this time in a distributed model so that materials are housed in place instead of being moved to a collocated repository. The second prong is to move all the retained materials under a shared collections model governed by a set of agreements and practices as discussed below.

To ensure the persistence of access to our broad and diverse shared print holdings, member libraries within the BTAA must collaborate in two key areas: lending and access to collection materials, and retention and preservation. A shared vision for lending and access policies across the BTAA has been offered in the [Resource Access Policy Harmonization Report](#) and we defer to the excellent recommendations made therein. Shared policies for retention and preservation are necessary companions to access, thus ensuring that sufficient copies of loanable materials remain in our collections to serve our current and future institutional research needs. While significant concerns about the preservation and persistence of print copies of shared journal holdings has been addressed by our partnerships in the first two phases of the [BTAA Shared Print Repositories](#), this leaves the more complicated issue of our complex monographic holdings unsupported. A different approach must be considered for these materials which will remain in active, open circulation.

We recognize that retention and preservation are part of a larger collections lifecycle and that the entire lifecycle must be considered if we are to successfully sustain any collaborative practices. Our recommendations are guided not only by the expectations laid out in the Policy Harmonization Report, but also in our understandings of how our institutions acquire, describe, circulate, preserve, digitize, and deaccession our collections and how those practices must work together to ensure persistence. While collaborative acquisitions fall well outside the scope of this working group, the remainder of the lifecycle aligns within our charge.

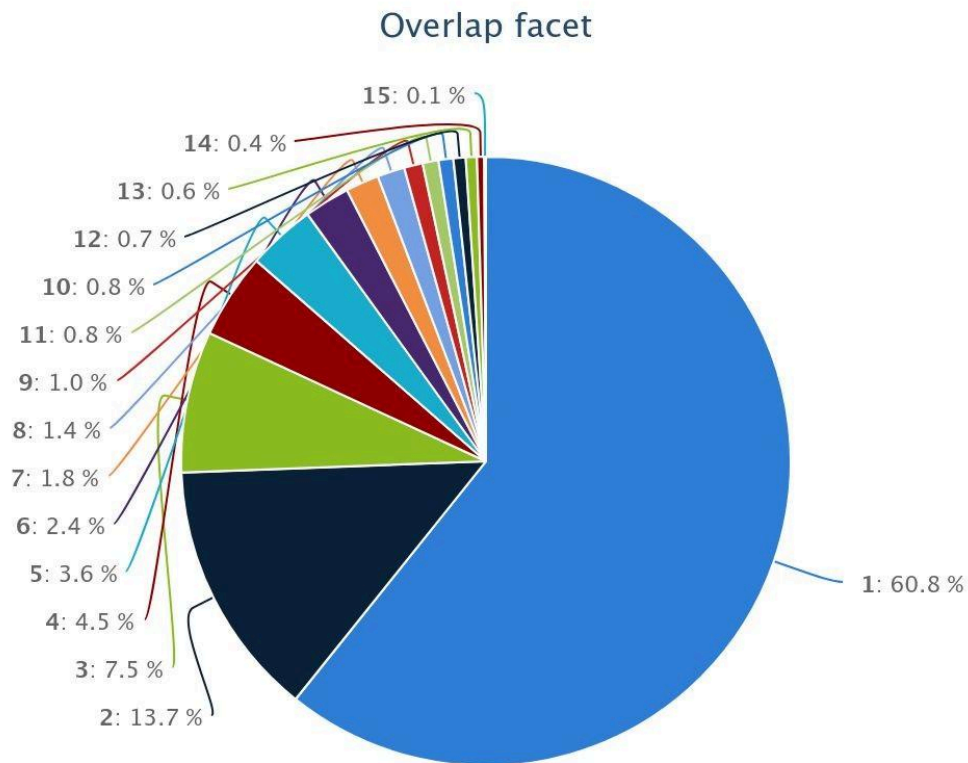
Based on these understandings, we propose a distributed print retention program for monographs. In Appendix A, we have identified key areas in which practices must be

brought into alignment in order to ensure the realization of a BTAA distributed print retention program: Retention; Circulation & Access; Description & Metadata; Preservation, Storage & Digitization; and Replacement & Withdrawals/Decommitting. Our recommendations focus on each of these areas and are presented as with what we believe to be the minimum, preferred, and aspirational goals for BTAA Library members in each of those areas. Because we understand that to support participation from all member libraries in this important initiative, it may not be possible to encourage more than minimum goals for participation at this juncture. We should not lose sight of the strengths and resources we have when we consider our libraries in aggregate to be able to move towards preferred and even aspirational goals for the benefit of our collections, our institutions, and our users.

Identification of Commitments

Many shared print programs determine what to retain based on the number of copies available. Recent research published by Ian Bogus et al in the 2023 College and Research Libraries publication entitled ["A Model to Determine Optimal Numbers of Monograph Copies for Preservation in Shared Print Collections"](#) considers the effects of multiple variables on probability of survival of at least one usable monographic copy over time, such as the publication date, type of storage (open stacks versus storage facility), and retention horizon (50, 100, 150, or 200 years). This research is helpful in determining the number of copies to retain across a network to ensure longevity of a monographic title; however, using the statistical model presented by Bogus et al presents a potentially untenable ideal - to maintain confidence in persistence over a 100 year retention horizon, the BTAA would ideally identify and commit up to 8 copies of each title (8 if publications are 100 years or older, 5 copies if 50-99 years, 2 if under 50 years since publication).

Based on preliminary data from our collection analysis tool (see below), we can anticipate that the vast majority (82%) of the Shared Collection is held by 3 or fewer institutions across the BTAA. While this data is still in pilot phase, it does strongly indicate that a goal of 8 copies of older titles for long-term retention may be an aspirational ideal but is not a realistic starting point.



Highcharts.com

As the report [Operationalizing the BIG Collective Collection: A Case Study of Consolidation vs Autonomy](#) also points out,

“While duplication levels within the BTAA are modest, a significant share (88%) of the print book collection is duplicated in other US libraries.

- almost a third (32%) of titles are held by more than 24 libraries in the US, including BTAA libraries
- about a fifth (21%) of titles are held by more than 49 libraries in the US
- nearly 2 million titles in the BTAA print book collection (13%) are held by more than 99 US libraries

This pattern is not unexpected. On the one hand, we see that rareness is common within the BTAA library collections—library collections have many items that are held by no, or only a few, other BTAA libraries. On the other hand, when one scales up to the US aggregate collection, it appears that only about one eighth of the BTAA collection is unique.”

Because such a large portion of our collections are uniquely held within the BTAA, but perhaps have other copies outside of our consortia, the BTAA Libraries must consider our retention commitments within the larger shared print networks in which we operate. The BTAA is an active participant in national and international shared print, digitization, and preservation initiatives and therefore we can, and in fact must, rely on others to help ensure that the required number of copies are retained overall.

While considering our role in the larger shared print network, we also want to ensure that BTAA libraries retain access to as much of the content that we currently have as possible. In addition to considering the number of copies, we must also consider that the BTAA Libraries have taken other steps to help prolong the life of our collections. For example, many of us have storage facilities. As Bogus et al point out, having titles in a storage facility increases the on-shelf probability as well as bibliographic accuracy and significantly mitigates risk of loss compared to open stack collection materials. Storage also offers better long-term persistence of the physical materials due to tighter environmental controls designed for long-term paper storage, thus slowing down organic decay (embrittlement). Many libraries in the BTAA have also participated in large-scale digitization efforts through Google and HathiTrust. It is our belief that given current user trends, the existence of a trustworthy digital surrogate will reduce the risk of loss and damage to an item due to the strong potential for decreased access to the physical item.

Given all of the factors above, and with retention of content within our consortia as a primary consideration, we recommend that the BTAA libraries seek to commit to retain at least one copy of all print titles to the shared collection. Ideally, additional copies will also be committed to the shared collection until sufficient copies to match the recommendations of Bogus et. al. are achieved.

A note on tools needed:

The BTAA Libraries have invested in the use of Gold Rush as their collection analysis tool. Gold Rush provides a faceted interface to compare and describe collective BTAA and individual member holdings, as well as create reports and visualizations. The tool could potentially allow us to analyze and identify targets for the distributed print retention program now and into the future.

The BTAA Libraries have also been investigating a collection registry/commitments engine through the BTAA Library ReCAP/SCSB team (see the [Agreements Engine Pilot Final Report](#)). A collection registry would support building a shared collection, and aid in the cooperative collection management of that collection. Our shared print working group is awaiting the final report of this group to determine how, or if, this might be incorporated into our work. In the meantime however, we have identified the functionality that would be required by a shared print commitments engine and that can be found in Appendix B.

Outcomes:

Future Directions for Collective Stewardship and Access of the Shared Collection:

We see the actions proposed within this report as merely the first iteration towards achieving our collective goal of a comprehensive and fully networked collection. Potential next steps could include:

- Cooperative collection building

In order to maximize the set of titles available to BTAA library patrons, our membership could coordinate collection development activities. These agreements aim to establish a framework that gives each member institution visibility into the other members' collections. A collection development librarian should then be able to make informed selection decisions based on knowledge of the retention and preservation commitments made by our peers. By virtue of having access to this enhanced data in the form of a commitments engine, selectors are then granted the freedom to make decisions about whether to increase the number of copies available for use or employ their funds in service of expanding access to new and more diverse materials. Data access could also enable coordinated investigation and development of actionable steps towards improving anti-racist collection development work.

- Collaborative collections care

To ensure that items in the shared collection remain in loanable condition, the BTAA could coordinate some collections care activities across institutions. This might encompass agreements that enable member institutions with conservation capacity to provide physical treatment of titles owned by other institutions. Agreements could focus on shared collection titles that cannot be replaced but are candidates for book repair or other stabilization techniques.

- Collaborative digitization

Given the benefits of providing digitized content in addition to physical print materials towards ensuring long-term and more broadly accessible use by all our users, the identification of collective monographic holdings for the distributed print retention program would create a population of titles that could be compared against current HathiTrust content to identify titles that would benefit from digitization. This digitization may take the form of local institution digitization efforts, or could be developed into a more collaborative program of centralized digitization for the greater BTAA through a single or limited number of libraries.

- Continuously scale into the future

The program can be scaled in the future in a variety of ways for broader impact. At the onset, a focus on circulating titles that are unique or scarce within the BTAA Collective Collection will drive selection of monographs for commitment. However, commitment of unique/rare non-circulating collection materials, particularly those in special collections would be a desirable outgrowth of this program (requiring alternative access methods beyond ILL) . Also, the comparison of material overlap with other existing shared print programs such as the HathiTrust SPR, EAST, and others, would significantly deepen the impact of the BTAA on national shared print efforts.

- Additional formats

Though focusing on circulating monographs at present, many of our institutions actively loan non-book formats as well. This program could be scaled to consider time-based media, microfilm, and other physical non-book formats.

- Discovery of the shared collection

At present, given the difficulty to find an available technology robust enough to support a centralized commitment engine, a system-wide discovery system is not currently an option. While undoubtedly a significant undertaking, the availability of such a centralized discovery tool would add enormous value to the project, to future collaborative collection development, to our individual institutions, and to our users.

- Enhanced user experiences/services based in the shared collection

By broadening the corpus of materials available through the shared collection, librarians can begin to explore how to integrate these materials into services at their institution. Some examples may include using these materials for exhibits, or including the shared collection on a libguide, etc.

Appendix A

Elements of Collective Management of the Shared Print Collection

Note: Some of the elements outlined here include 3 levels of goals: *minimum*, *preferred*, and *aspirational*. Each level presumes all requirements of the preceding level(s), unless otherwise noted

Retention Commitment and Retention Period

Purpose:

Trust in the persistence of shared print is essential to the program's success and without an understood retention commitment the establishment of trust will be difficult if not impossible. To engender that trust, we propose an indefinite retention commitment, understanding that materials may be decommitted from the program by institutions as necessary, but in an open and systematic fashion. Indefinite retention describes a commitment that is not limited to a fixed period of time (as was the case with the two SPRs). Once committed to the Shared Print Collection, items will continue to operate under the community's agreements. See the section below on "Replacement and Decommitting."

The commitment to retain materials as part of the BTAA distributed print retention program does not in any way affect the ownership of materials and all individual libraries will retain full ownership of materials they commit to the program

Goals for Participation:

Minimum

- Items are assumed to be on the shelf and complete. If an item is found to not be on the shelf or incomplete (when other more complete copies are present) the retention commitment will be removed.

Preferred

- Verification that the item is on the shelf

Aspirational

- Verification that the item appears complete and relatively unmarked (page level verification will not be required at any level, but if pages are found to be missing they should be noted in a shared record)

Circulation & Access

Purpose:

The shared collection is not a dark archive and equitable access is a primary consideration. Materials must circulate to other BTAA institutions. Circulating materials are broadly defined here to include all items available for both regular/off-site loan as well as on-site use only in BTAA member institution facilities. Materials that cannot be physically loaned should not be submitted for inclusion in the Shared Collection.

Goals for Participation:

The Resource Sharing Agreement as laid out in the Resource Access Policy Harmonization report will apply to all of the materials in the shared collection.

Description and Metadata

Purpose:

To aid in record matching and other collection management activities, items committed to the distributed shared print program must be described both as a designated part of the shared collection within the individual institution's ILS and within a BTAA commitments registry (Appendix B). This allows for greater understanding of scarcity or duplicate holdings which may drive decisions towards commitment, preservation action, replacement or digitization, decommitting, or withdrawal.

The guidelines for formatting the 583/983 action notes can be found in [Appendix C](#)

Goals for Participation:

Minimum

- Data about an institution's contributions to the collection are sent to the BTAA annually
- An institution's individual committed items are flagged or indicated in its local system in a 583/983 or some other field that can be readily converted to 583/983 for export.
- An institution's contributed bibliographic records include basic description elements that aid in record matching:
 - Title
 - Author
 - Publication date(s)

- One or more numeric identifiers: ISBNs, ISSNs, OCLC numbers
- An institution has in place a workflow for responding to reported errors in the metadata that affect matching

Preferred

- Data about an institution's contributions to the collection are sent to the BTAA biannually
- An institution adds commitment notes for the BTAA Shared Collection Program to its local record using a MARC Holdings 583/983 note
- In addition to the bibliographic data, details about an institution's local holdings are sent to the commitments registry, including:
 - branch/sub-location
 - commitments in other shared print programs
 - enumeration/chronology statement
- An institution implements a workflow to fix metadata errors that affect record matching on a regular basis

Aspirational

- Data about an institution's contributions to the collection are sent to the BTAA monthly
- An institution implements a workflow to fix any metadata errors on a regular basis

Preservation & Storage

Purpose of Preservation and Storage Requirements:

Ensured long-term access to our collective print collection requires basic care and risk management of those materials so that they remain available and in usable condition. Guidelines for condition of materials, below, provide minimum to aspirational institutional commitments to not only review condition of materials and maintain materials in at least loanable condition, but ideally to support library programs that enable repair options when materials do not meet minimum loanable condition standards. Guidelines for suggested preservation environment expectations are based on basic risk management practices such as disaster planning and fire suppression as well as increasing levels of environmental guidelines for collections areas that increase the longevity of paper-based and physical, time-based materials.

Goals for Participation:

Minimum

- Material Condition: Each institution commits to maintaining items in the shared collection in loanable condition as per ILL guidelines to the best of their abilities
- Preventative Care and Monitoring: updated library disaster plan in place and year round environmental controls
- Environment: Maximum temperature of 75 degrees F and maximum relative humidity (RH) of 60%

Preferred

- Material Condition: The partner institution has moderate capacity and infrastructure for basic preservation treatments, including book repair
- Preventative Care and Monitoring: 'Minimum', plus fire suppression system present, integrated pest management and environmental monitoring programs in collection space.
- Environment: Maximum temperature of 70 degrees F, RH stays within range of 30-60%

Aspirational

- Material Condition: The partner institution has the ability and capacity to undertake a wide range of book repair and more advanced conservation treatments, including capacity to undertake rush treatments in support of loan requests.
- Preventative Care and Monitoring: 'Preferred' plus limited light exposure.
- Environment: Maximum temperature 60 degrees F +/- 5 degrees, RH stays within range of 30-50%.

Digitization

Purpose of Digitization:

The charge for this working group focuses on the persistence and access to our shared print collections, but the role of digital surrogates of our print collections must also be considered. The purpose of a shared print program is to ensure the persistence of print titles in the Shared Collection. As such, the influence of a widely available and preservable digital surrogate provides an alternative (and often preferable) avenue of access for our patrons thus reducing the risk of loss or damage via circulation of print holdings. Therefore, items with trusted digital surrogacy are inherently at a lower risk than items with the same number of institutional holdings but lacking an available digital surrogate. Considerations not only for the existence of currently available digital surrogates in prioritization, but also the value of the production of good quality preservable surrogates for scarcely held titles must be considered as part of the overall preservation plan for our shared collections. In addition, as the BTAA strives to broaden access to more scarce materials, especially those

in special collections, the role of digitization for access will also play an important role, thus digitization capacity is considered as part of the framework, below.

Goals for Participation:

Minimum

- Partner institutions must have the ability to digitize chapters/parts of books.

Preferred

- The partner institution has the capability to undertake full book digitization.

Aspirational

- The partner institution has the capacity to scan full text for any collections in the public domain or those that can otherwise be made available, plus capacity and commitment to move files into HathiTrust or another comparable shared repository infrastructure afterwards.

Replacement and Decommitting

Purpose:

Generally, committing an item to the distributed print retention program is a commitment to retain it for as long as possible; however, if an item is found to be missing, incomplete, or is no longer in loanable condition, it should no longer be considered as part of the print retention program. As this program currently focuses on the shareability of physical materials across the BTAA Libraries, at this time digitization cannot replace the print retention commitment, but may be considered as an alternative for access when a scarcely held title must be decommitted.

Goals for Participation:

Minimum

- An effort should be made to ensure a title is still retained even when an individual copy needs to be removed from the distributed print retention program. Alternatives include, but are not limited to, purchasing a replacement copy or asking another library to retain their copy. In all cases, the replacement copy must be the same edition.
- Each library will need to create or update their withdrawal procedures to include a step of evaluating the committed title to determine if a replacement copy is available. This workflow may differ among the libraries and could take place within cataloging, public

services, or collections maintenance. The procedures should identify and make clear who is responsible for this process.

- Any item removed from the shared collection due to loss, condition, or other reasons should be withdrawn from inventory and/or the catalog. Update holdings in WorldCat, PAPR, and other systems as necessary.
- When the best efforts for replacement have been unsuccessful, notify the Big Ten Academic Alliance Offices that the title is no longer retained in the distributed shared collection.

Appendix B

Operationalizing BTAA shared print agreements and procedures will only be successful if member library staff have insight into the holdings at other BTAA institutions. At the simplest level, this will require a database that records the holdings data for materials that have been designated or committed by each institution for inclusion in the Shared Collection. Defining the full set of requirements is outside the scope of the Shared Print Agreements & Procedures Working Group and is the charge of the BTAA Agreements Engine (SCSB) Pilot project. However, our Agreements group would like to contribute the following functional requirements that have been identified in the course of our work. Note that this database, or "commitments engine," is distinct from the BIG CAT data analysis tool, our instance of the Gold Rush system run by the Colorado Alliance of Research Libraries. Namely it has more strict requirements about the persistence of data, which is different from the monthly reload-from-scratch model used by BIG CAT.

Functionality required by a Shared Print Commitments Engine

- Stable database of library holdings and overlap
 - Gold Rush is subject to a snapshot model - the data represents a point-in-time state of any members' collection
 - A commitments engine might need to handle more sophisticated views such as not changing an overlap count for the BTAA for a title when a single library temporarily suppresses a title (lost, bindery workflows, etc.)
- Data elements for cooperative management must be accessible
 - SPP participation
 - Standard identifiers (ISBNs, ISSNs, OCLC numbers, local control numbers)
 - Relevant item statuses (lost, missing, loan-able/shareable)
 - Item condition
 - Digitized
- Authority control for shared print data elements
 - Currently Gold Rush takes data as-is from institutions
 - Would likely need to normalize data for fields so the same commitment program (e.g., HathiTrust) was always referred to using the same identifiers/language
- Collection overlap notifications
 - A title has exceeded a necessary threshold - libraries may weed
 - A title has reached or dipped below a threshold - libraries may not weed

Appendix C

Action Notes to Indicate Items Designated for the Shared Print Collections

Goals:

- Consistent, visible and actionable metadata for the Big Ten Shared Print Collection that conforms to standards
- Assuring member libraries' metadata is normalized in member library's in-house management systems and for export to external systems

Premises:

- There is a need for a new program level action note distinct from the Big Ten Academic Alliance Shared Print Repositories (SPRs)
 - Currently SPR retention is indicated either by a 583 action note or via location codes, or both. The 583 action notes have variable implementations - See the examples below.
- Items will be held in place. There is no need to transfer ownership
- Action notes needs to reflect which member library has designated the copy for the shared collection
- Notes should conform to the [Shared Print Actions: Terminology for MARC 21 Field 583](#)
- For usability in BIG CAT, exported metadata should use 583 or 983 in the bibliographic record. How and where the data is recorded locally is not of concern as long as it is exported in one of these fields in a consistent format.

Recording Commitments in MARC records

Retention Commitment and Retention Period - 583

All items designated for the shared collection should contain at least one 583 marc field that is available for export, whether that be at the bib, item or holdings level.

The subfield f, program name, should be standardized, distinct and easily searchable. We are recommending 'BTAA SPC¹' (for 'BTAA Shared Print Collection').

¹ This name will need to be registered with OCLC for validation purposes. The BTAA Library staff will do this once this document is vetted and approved.

NOTE: Members may use additional tools available to them in addition to the 583 Action Notes to denote that material is part of the shared collection, e.g. by use of the shared print flag in Alma systems.

Minimum:

Designation of item for the shared collection. Items are assumed to be on the shelf and complete, with no validation required. Records should include a 583 field with a subfield 'a' of 'committed to retain', with at least subfields a, c, d, f, 5 and u.

Note that the 583 field is repeatable. If an item is committed to multiple programs it may have multiple 583 fields.

583 1#

\$a committed to retain

Field must contain this and only this language

\$c YYYYMMDD

Use of months and days is not required

\$d permanent

All commitments to the shared collection are permanent and should use 'permanent' as the \$d end date*².

\$f BTAA SPC

This is the program name mentioned above, and must be entered consistently for aggregated data to function properly.

\$5 MARC Organization code of the holder, e.g. laU

\$u URL pointing to page describing the Shared Collection³

² This language has yet to be implemented in the OCLC validation of csv batch loading of commitments, but will be implemented at a later date. Note that marc syncing does not perform this validation process.

³ This URL will be created by the BTAA Library staff and added to this document before it is widely disseminated.

Optional subfields:

\$3 - Detailed holdings to which action applies, often the same range of holdings described in LHR 85x/86x or 866. Indicate gaps if known.

\$2 spa (optional but recommended Source of Term)⁴

Examples:

583 1# \$a committed to retain \$c 2025 \$d permanent \$f BTAA SPC \$5 laU
\$u <https://btaa.org/>____

583 1# \$3 v.1-v.5 \$a committed to retain \$c 2025 \$d permanent \$f BTAA SPC \$5 laU
\$u <https://btaa.org/>____

Preferred:

Verification that the item is on the shelf. Include an additional 583 action note with a subfield 'a' of 'completeness reviewed' and subfield 'i' volume-level, to indicate that item has been confirmed on shelf. Also include subfields c, f and optionally 2.

583 1#

\$a completeness reviewed

\$c YYYYMMDD

Date of verification - Use of months and days is not required

\$f BTAA SPC

\$i volume-level

⁴ This language has yet to be implemented in the OCLC validation of csv batch loading of commitments, but will be implemented at a later date. Currently the OCLC adds a \$2 of 'pda'. Note that marc syncing does not perform this validation process.

\$z on shelf

\$5 MARC Organization code of the holder, e.g. laU

\$2 spa

Example:

*583 1# \$a completeness reviewed \$c 2025 \$f BTAA SPC \$i volume-level \$z on shelf
\$5 laU \$2 spa*

Aspirational:

Verification that the item appears complete and relatively unmarked. Page level verification is not required, but if pages are found to be missing they should be noted.

Include any completeness problems in the aforementioned '583 \$a condition reviewed' statements. These should be noted in the subfields 'l' and 'z' as described on page 19 of the [Shared Print Actions: Terminology for MARC 21 Field 583](#).

Example:

*583 1# \$a completeness reviewed \$c 2025 \$f BTAA SPC \$i volume-level \$l missing \$z
on shelf, missing accompanying maps \$5 laU \$2 spa*

Condition problems should be noted in an additional 583 action note with a subfield 'a' of 'condition reviewed' and subfield 'i' of volume-level, noting any conditions problems in the subfield 'l'.

583 1#

\$a condition reviewed

\$c YYYYMMDD

Date of review - Use of months and days is not required

\$f BTAA SPC

\$i volume-level

Other options are issue-level and page-level, though this is not required

\$l STATUS

See page 23 of the [Shared Print Actions: Terminology for MARC 21 Field 583](#)

In general, \$x (Nonpublic note) or \$z (public note) should be used when none of the standardized language defined for \$l fits the circumstances. Subfields x or z may also be used in addition to \$l to provide greater detail. See examples

\$5 MARC Organization code of the holder, e.g. laU

\$2 spa

Examples:

\$a condition reviewed \$c 2025 \$f BTAA SPC \$i volume-level \$l brittle paper, loose

\$2 spa

\$a condition reviewed \$c 2025 \$f BTAA SPC \$i volume-level \$l marginalia

\$z marginalia on many pages \$2 spa

Other optional aspirational action notes that could be used, but are not required, are:

583 1# \$a metadata reviewed - See [Shared Print Actions: Terminology for MARC 21 Field 583](#), page 30. This could be considered if metadata is compared to the physical material upon ingest into a storage facility

583 1# \$a confirmed scarcity - See [Shared Print Actions: Terminology for MARC 21 Field 583](#), page 26. The definition of 'scarcity' would need to be defined at the program level.

Replacement and Withdrawals/Decommitting

Any item removed from the shared collection due to loss, condition, or other reasons should have the commitment metadata removed from the local system and in any external systems as necessary.

C.1: Examples from BIG CAT of current Shared Print Repository (SPR) Holdings

Display 583(f+h) Program Name :

Note inconsistency in current practice which affects analytics.

BTAA Shared Print Repository

- BTAA SPR (IL)
- BTAA SPR (IN)
- BTAA SPR, University of Chicago
- CIC Shared Print Repository

Sample MatchKey 1:

artjournal_____1960_____collea_____
_____p

583 1 |3 v.20(1960)-v.73(2014) |a committed to retain|c 20170701|d June 30, 2042 |f
BTAA Shared Print Repository |j UIUSP |u <http://www.btaa.org/spr> |2 pda |5 UIU |8
22837784750005899

583 1 |3 v.20(1960)-v.73(2014) |a completeness reviewed |c 20170701 |f BTAA
Shared Print Repository|i issue-level validation |j UIUSP |2 pda |5 UIU |8
22837784750005899

583 1 |3 v.20(1960)-v.73(2014) |a condition reviewed|c 20170701 |f BTAA Shared
Print Repository |i issue-level validation |j UIUSP |2 pda|5 UIU|8 22837784750005899

Sample MatchKey 2:

journalofoccupationalandorganizationalpsychology_____1992_____britia_____
_____p

583

1 |365 (1992)-83 (2010)|a committed to retain |c 20110701 |d 20360630 |f CIC Shared
Print Repository |j IUNB |u <http://www.cic.net/spr> |2pda|5InU

583

1 |365 (1992)-83 (2010) |a completeness reviewed |c 20110701|f CIC Shared Print Repository |i issue-level validation |j UNB |u <http://www.cic.net/spr> |2 pda |5 InU

583

1 |365 (1992)-83 (2010) |a condition reviewed |c 20110701|f CIC Shared Print Repository |i issue-level validation |j IUNB |u <http://www.cic.net/spr> |2 pda |5 InU

Sample MatchKey 3:

ladieshomejournal_____2014_____publia_____
_____p

583 0 |f BTAA SPR (IL) |8 22331021770002771

583 0 |f BTAA SPR (IL) |8 22662887570002771

Sample MatchKey 4:

journalofdirectmarketingjdmaquarterlypublicationofthedirectmarketinged____1997_____publia_____
_____p

583 |a Held at BTAA SPR |c 2018 |f BTAA SPR |h University of Chicago Library |5 ICU

Sample MatchKey 5:

Santepifanio sermone letto in francesco il xxigennajodel1866abenefiziodegli____1866__1__tipoga_____
_____p

583 1 |a condition reviewed |c 20230131|i volume-level |x Acceptable

|f BTAA Shared Print Repository |5 UIU |8 22713788740005899

Sample MatchKey 6: HathiTrust example:

worldsaparttravelsinwarandpeace_____1987__1__hutch_____

_____young_____p

583: 1 |a committed to retain |c 20170930 |d 20421231 |f HathiTrust |u
https://www.hathitrust.org/shared_print_program |5 UIU |8 22654712110005899

Appendix C.2 - Documents / References

- [BTAA Shared Print Repositories 1 & 2 - Policies and Guidelines](#)
- [Library of Congress >> MARC >> Bibliographic >> 5XX >> 583](#)

[Library of Congress >> MARC >> Bibliographic >> 5XX >> 583](#)

583 - Action Note (R)

MARC 21 Bibliographic - Full

First Indicator

Privacy

- No information provided

0 - Private

1 - Not private

Second Indicator

Undefined

- Undefined

Subfield Codes

\$a - Action (NR)

\$b - Action identification (R)

\$c - Time/date of action (R)

\$d - Action interval (R)

\$e - Contingency for action (R)

\$f - Authorization (R)

\$h - Jurisdiction (R)

\$i - Method of action (R)

\$j - Site of action (R)

\$k - Action agent (R)

\$l - Status (R)

\$n - Extent (R)

\$o - Type of unit (R)

\$u - Uniform Resource Identifier (R)

\$x - Nonpublic note (R)

\$z - Public note (R)

\$2 - Source of term (NR)

\$3 - Materials specified (NR)

\$5 - Institution to which field applies (NR)

\$6 - Linkage (NR)

\$7 - Data provenance (R)

\$8 - Field link and sequence number (R)

FIELD DEFINITION AND SCOPE

Information about processing, reference, and preservation actions.

Reference actions may include a brief statement about solicitation to acquire material, whether the solicitation is active or inactive, and the date of the last item of correspondence.

Preservation actions may include a review of condition, queuing for preservation, and completion of preservation.

Field 583 is repeatable to record information about different actions.

Standard Terminology may be used and the authority for the terminology may be indicated in subfield \$2.

Identical to field 583 (Action Note) defined in the *MARC 21 Format for Holdings Data*.

- [OCLC list of approved archiving program names](#)

Big Ten Academic Alliance Shared Print Repository (BTAA SPR)

- [Shared Print Actions: Terminology for MARC 21 Field 583](#)