

Access Guidelines for WEST Archives

Approved 7/14/2011 by WEST Operations and Collections Council

Approved August 1, 2011 by WEST Executive Committee

As noted in the WEST Program Statement signed by WEST participating institutions, WEST Archive Holders agree to make archived materials available to other WEST members, and to any other libraries to which Archive Holders lend materials, in accordance with these Access Guidelines using established local practices, systems, workflows, and policies.

The following guidelines are intended to foster among WEST institutions a common approach to making archived materials accessible.

The WEST Operations and Collections Council will review and revise these guidelines periodically. The Council's revisions are informed by evidence gathered by Archive Holders, among other sources.

Assumptions about WEST Archives:

1. Print journal backfiles for which some form of digital access exists (e.g., Bronze and Silver Archive Types) receive very little use. Requests for access to the print version are infrequent and can often be fulfilled through electronic document delivery or photocopies, because users submit unmediated requests for print without knowing that an electronic version exists.
2. Print journal backfiles for which digital access is not available (e.g., some Silver and all Gold Archive Types) may receive more use, but such use is still expected to be only moderate and concentrated on a subset of specific titles. The use patterns for these Archive Types require further study. Until evidence suggests an alternate approach, a uniform access policy is recommended for all Archive Types. Archive Holders are expected to make Silver and Gold archives available according to these guidelines and to gather statistics to inform future revisions to these guidelines.
3. In keeping with the WEST collections model and validation standards, Silver and Gold holdings that are physically loaned will be re-validated by the Archive Holder upon return to ensure their completeness and condition.
4. Archived holdings will be distinctly identified in OCLC to facilitate resource sharing.

Access to WEST Archives:

1. WEST Archive Holders will provide access to WEST archived materials to library users affiliated with any other WEST member.
2. Library users may access WEST Archives in person, by document delivery services, or by Interlibrary Loan.
3. WEST Archives are accessible to organizations subscribing to the Interlibrary Loan Code of the United States or the IFLA Guidelines for Best Practices in Interlibrary Loan and Document Delivery.
4. Physical copies of WEST archived materials should not be placed on course reserves.

5. Archive Holders may make WEST archived materials available to commercial and non-profit organizations with which they are collaboratively or contractually engaged (e.g., reformatting/digitization agents.)
6. WEST members are encouraged to license electronic journal backfiles or use e-journals held in digital repositories, when possible and available, to relieve access demands on physical archives.
7. WEST Archive Holders are encouraged to digitize and digitally preserve print archives in the Gold Archive type, when feasible, to provide additional electronic access.

Delivery of WEST Archives:

1. Archive Holders should be cooperative in making materials available to library users.
2. A uniform approach to delivery is recommended for all Archive Types until such time as evidence suggests a differentiated approach should be taken.
3. In response to a request, the following delivery methods are preferred and recommended for all Archive Types, in order of precedence:
 - a. Provide electronic document delivery (including color scans when appropriate)
 - b. Provide photocopies
 - c. Loan the physical issue or volume to the borrowing institution for *building use only*.
4. The Archive Holder should recall loaned materials requested by another user and deliver according to the above delivery methods.
5. Lending library loan periods apply.

Liability for Damage or Loss for Interlibrary Loan materials:

1. The safety of the borrowed material is the responsibility of the requesting institution from the time the material leaves an Archive Holder until it is received back by the Archive Holder. If damage or loss occurs, the requesting institution must meet all costs of repair or replacement in accordance with the preferences of the Archive Holder (including re-validation costs).
2. Archive Holders are encouraged to use the existing mechanisms to “calling for holdings” within WEST to identify potential sources for replacement. Similar communication mechanisms may be developed for or exist in other regional archiving initiatives, and could be used, if needed.

Statistics

Archive Holders will keep annual statistics about access, delivery, loss, and damage, including:

1. Requests fulfilled by Title Category and Archive Type with subtotals
 - a. by delivery method: scan, photocopy, physical loan (including number of titles and volumes loaned). For physical loans, it may be useful to track additional details about specific titles.
 - b. by member and by non-members organization.
2. Recalls of WEST materials from member and non-member institutions to satisfy a second request. It may be useful to document qualitative information about recalls to describe how the content was ultimately supplied to the user, in what timeframe and what alternatives were considered.
3. Volumes lost and replaced as a result of loans to member and non-member institutions.
4. Volumes lost and not replaced as a result of loans to member and non-member institutions.

5. Volumes damaged and repaired/replaced as a result of loans to member and non-member institutions.
6. Volumes damaged and not repaired/replaced as a result of loans to member and non-member institutions.

The WEST Operations and Collections Council will provide templates for data collection to facilitate inter-institutional comparisons.