



Western Regional Storage Trust

# Western Regional Storage Trust Program Statement

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## Program Statement

The Western Regional Storage Trust (WEST) is a distributed, retrospective print journal repository program. Under the WEST program, participating libraries consolidate and validate print journal backfiles at major library storage facilities and at selected campus locations.

### Terms and Conditions

#### 1. Membership and Governance

- 1.1. **Members:** Academic libraries, research libraries, and library consortia serving the Western region of the United States are eligible to join WEST as members.
- 1.2. **Membership term:** In order to promote stability of the WEST program, members agree to join WEST for an initial 3-year term.
- 1.3. **Archive Holders:** Members that commit to retain materials under the WEST program are known as Archive Holders. Once a WEST library's holdings have been analyzed through the WEST program (typically during the first year of WEST participation), the library is eligible to serve as an Archive Holder beginning in the following year.
- 1.4. **Archive Builders:** Those Archive Holders that agree to ingest and validate newly-archived materials according to standards developed by WEST are known as Archive Builders.
- 1.5. **Executive Committee:** WEST is governed by an Executive Committee—co-chaired by the Co-PIs— that oversees operation and development of WEST, prepares operating budgets for approval by members, and works to integrate WEST with related archiving programs nationally and internationally. The Executive Committee is composed of representatives from nine (9) WEST members (with representatives for Archive Holders, Archive Builders and Non-Archive Holders), elected by the full WEST membership.
- 1.6. **Operations and Collections Council:** The Operations and Collections Council oversees issues related to holdings disclosure and access/delivery, and develops and monitors a process to select titles for inclusion in the WEST archive. Members of the Operations and Collections Council are appointed by and serve for terms determined by the Executive Committee.
- 1.7. **Administrative Host:** The Administrative Host is an organization that provides program management, member support, and fiscal agency for WEST. The WEST Executive Committee is responsible for administering the contract or other relationship with the Administrative Host. The Administrative Host serves an initial term of 3 years, which may be extended annually or for additional multiple-year terms by mutual agreement. After the initial term, Administrative Host responsibility may be terminated by either party with a minimum of 12 months' notice. The California Digital Library serves as the Administrative Host for WEST for the initial 3-year term January 1, 2011 – December 31, 2013.

#### 2. Archiving

- 2.1. **Selection process:** Decisions about which titles will be incorporated into WEST and where they will be preserved are made via a periodic Collection Voting Model administered by the Operations and Collections Council with support from WEST staff. Title sets will be routinely identified and prioritized by ongoing collection analysis. Titles may also be nominated for archiving by WEST member institutions.
- 2.2. **Retention period:** Archive Holders agree to maintain WEST archives through December 31, 2035. This date is known as the WEST Retention Date and represents a period of 25 years from the beginning of the WEST program. The Executive Committee will review and may modify the WEST Retention Date at least once every five years. WEST retention commitments survive membership in WEST.
- 2.3. **Ownership:** Members will retain ownership and title to the materials for which they are the Archive Holder. Materials which are relocated to an Archive Holder will become property of the Archive Holder (if allowed by state laws and regulations). Archive Holders agree not to sell, discard, donate, or otherwise relinquish ownership or control of any of the archived materials prior to the Retention Date, except to transfer materials

to another WEST Archive Holder or with permission of the Executive Committee.

- 2.4. **Contributing holdings:** Members agree to use their best efforts to contribute holdings via physical transfer of materials from local collections to complete the archived backfile held by any Archive Holder as recommended by the WEST Operations and Collections Council.
- 2.5. **Archiving Facilities:** Archive Holders agree to maintain WEST materials in archival locations suitable for the materials as established by the Operations and Collections Council. Archiving facilities are defined to include 1) separate high-density library storage facilities; 2) library locations with controlled access and appropriate environmental conditions, and 3) campus library shelving (for least-risk items).
- 2.6. **Original Form.** Archive Holders agree to maintain all of the archived materials in their original, artifactual form whenever possible.
- 2.7. **Review of Materials (Validation):** Archive Builders agree to examine all newly-archived materials according to the requirements for the level of validation specified by the Operations and Collections Council for those materials.
- 2.8. **Holdings disclosure:** Archive Holders agree to take all steps reasonably necessary to cause all of the archived materials, and information about their accessibility to potential users, to be registered in union catalogs and other applicable system(s) as established by WEST Disclosure Policy.
- 2.9. **Access to the Materials:** Archive Holders agree to make the materials available to other WEST members in accordance with the applicable Interlibrary Loan policies and procedures of the Archive Holder as follows:
  - 2.9.1. **Reproductions:** Archive Holders agree to fulfill requests for photocopies/electronic delivery of any of the archived materials.
  - 2.9.2. **Building Use Only:** Original materials may only be provided for onsite use at the Archive Holder library or at the requesting WEST Member library.

### 3. Financial Obligations

- 3.1 **Financial Support to the WEST Program:** WEST Members agree to provide financial support to WEST through payments to the Administrative Host as specified in an annual budget and cost-sharing formula developed by the WEST Executive Committee and approved by the WEST membership.
- 3.2. **Financial Support to Archive Builders:** Archive Holders that also serve as Archive Builders may receive funding from the WEST program to help support their services as Archive Builders if approved and budgeted by WEST.
- 3.3. **Absorbed Costs:** WEST members agree to be responsible for all of the costs and expenses associated with maintaining the materials, contributing holdings to other Archive Holders (including transportation costs), and deselection of materials from local collections.

### 4. Withdrawal

- 4.1. **Withdrawal of WEST Member:** At any time after completion of its first three years of membership, a WEST member may withdraw by providing written notice to the WEST Executive Committee at least twelve (12) months prior to its intended withdrawal date. The WEST member must continue to pay any required participation fees during the 12-month notice period.
- 4.2. **Archive Holder Withdrawal:** If an Archive Holder withdraws from WEST or can no longer maintain the materials, the Archive Holder agrees to offer the materials to another Archive Holder and to transfer any accepted materials to the Archive Holder at the initial Archive Holder's expense. The WEST Executive Committee may waive this requirement if it determines that the materials no longer need to be archived