

# **Memorandum of Understanding (MOU) for Michigan Shared Print Initiative (MI-SPI) Participants**

This understanding is made by and between the Michigan Shared Print Initiative (MI-SPI) participants as of the date of the last signature on this document. The term of this agreement is from this date and terminates as of December 31, 2034 unless release agreements are negotiated prior to that time as per Section 5.

## **1. Purpose and Description**

1.a. MI-SPI is a shared print initiative created to provide options for sharing the costs and management of long-term retention of library materials. MI-SPI allows for the creation and maintenance of distributed, shared collections of selected print materials to ensure assigned retentions of identified widely-held and scarcely-held materials among the MI-SPI participants, for ready accessibility to group participants and other Michigan libraries.

1.b. This MOU provides the cooperative framework by which selected materials will be retained by participants based on mutually agreed upon holdings criteria. This allows for data-driven, responsible reductions in sizes of local print collections by reducing the duplication of widely-held titles among the MI-SPI participants, allowing for library space to be freed up for other uses. The framework also provides opportunities to collaborate among the participants and in the extended shared print community.

## **2. Governance**

2.a. Governing Board—The MI-SPI Governing Board shall consist of Library Deans/Directors (or their designees) of all members. Decisions about the overall policies, progress, and future of the group are made at this level, so members must be in positions at their institutions that have authority to make these decisions. MCLS Executive Director serves ex officio. The Governing Board Chair is elected by this group to lead for a term of two years. At the start of the second year of this term, a chair-elect is elected who takes the Board Chair seat the following year. The Governing Board meets as a whole at least once a year. Discussion and decisions on Steering Committee reports/recommendations may require additional meetings.

2.b. Steering Committee—The MI-SPI Steering Committee shall consist of seven members drawn from the Governing Board (or their designees) with staggered three year terms; representation is in proportions of public and private institutions in the whole membership. MCLS Executive Director and MCLS Staff Liaison serve ex officio. The Steering Committee Chair, elected annually, is responsible for presenting the Steering Committee's recommendations to the Governing Board. The Chair is exempt from assignment to the two Standing Task Forces. The other six members are participants on either the Collection Data and Analysis or the Resource Sharing and Metadata Standing Task Forces and are responsible for bringing recommendations to the Steering Committee for discussion and approval to forward to the Governing Board. The Steering Committee meets quarterly.

2.c. Standing Task Forces--Each task force has 7 members—3 from the Steering Committee and 4 others drawn from the member institutions by nomination or appointment with approval of the institutions' Deans/Directors. Representation should reflect the proportions of public and private institutions in the whole membership. The MCLS Staff assigned as MI-SPI Liaison serves ex officio on both standing committees. Committee member terms are staggered at the initiation of the committee. Terms may be extended based on availability of volunteers and other circumstances. Committee members will serve not more than 6 consecutive years. The standing task forces may organize small work groups for fact-finding or accomplishing specific, limited time projects. Task Forces meet quarterly prior to the Steering Committee quarterly meetings.

- Collection Data and Analysis Task Force--Responsibilities include, but are not limited to: recommendations about data refresh; recommendations for policies such as retention criteria, different editions, replacements, reassignment of retention assignments.
- Resource Sharing and Metadata Task Force—Responsibilities include, but are not limited to: recommendations on retention statements and placement of these to aid in discovery; recommendations on resource sharing of retention items; recommendations on procedures for validation, batch loading retention statements.

### **3. Eligibility and Participation**

3.a. All academic libraries that have signed the MOU commitment to participate are eligible to participate in the MI-SPI program with all the rights and responsibilities herein.

3.b. All MI-SPI participants, and non-MI-SPI participants, will share in the benefit of relying on the continued availability, for a minimum of 15 years from the date of the last signature on this document, of shared print titles that MI-SPI participants have agreed to retain.

3.c. Non-MI-SPI participants are eligible to join the project in progress during the term of the agreement taking into consideration the implementation of their data extracted holdings in relation to the existing retention commitments of the MI-SPI participants.

3.d. An addendum listing all confirmed participants will be provided to each participating library when the Library and Data questionnaires are distributed (scheduled for May 2019).

### **4. Duration of Agreement**

MI-SPI participant libraries agree to commit to allocated retention commitments for a minimum of 15 years from the date of the last signature on this document unless this agreement is dissolved or superseded by the mutual agreement of a simple majority of the participants. The length of this agreement may be extended at the end of the 15-year period by mutual agreement of the group.

### **5. Release from agreement terms**

An individual institution may be released from the agreement for reasons beyond the library's control such as a disaster, financial exigency, or a university mandate. Should an institution need to withdraw from the group, that library is expected to work in good faith with the remaining participants to address the resultant implications. This is expected to include providing ample written notice of the withdrawal

(six months where possible), reviewing the library's retention list, and identifying redistribution options among the remaining group members.

## **6. Role of MCLS**

MCLS is the agent for MI-SPI in ways that facilitate its success such as monitoring the project. Examples include, but are not limited to: coordinating communication within and among the Governing Board, the Steering Committee, and the two Standing Task Forces, communicating with Sustainable Collection Services (SCS)/OCLC on behalf of the project, communicating with potential new participant libraries, providing fiscal agent support, bringing the group together for annual and quarterly meetings and at other times as needed. In addition, the MCLS Executive Director serves on the Governing Board ex officio. The Executive Director and MCLS Staff Liaison serve on the Steering Committee ex officio. The MCLS Staff Liaison serves on both of the Standing Task Forces ex officio.

## **7. Description and Retention of the Shared Print Collection**

7.a. Ownership and location of resources—Two print copies of each retention title will be retained in a shared print collection distributed among the participant libraries. The two copies will be maintained at two separate designated participant libraries that already own and have recorded holdings of the title. Libraries will maintain ownership of their designated retention titles. Retention titles will be housed in facilities operated or shared by the owning library at the expense of that library.

7.b. Maintenance of the shared collection—Each library will use their best efforts to maintain, house, preserve, and make available the titles on its respective retention list for the duration of this agreement. Libraries are strongly encouraged to verify the existence of retention titles in their collections. (See Appendix A for the recommended validation procedure.)

7.c. Retention facilities, maintenance requirements, physical handling—Libraries are expected to treat retention titles with the same or better care as other materials in their collections regarding physical handling, circulation, repairs, and restoration.

7.d. Retention data in bibliographic records—Libraries will identify their retention titles using member recommended formatting of the MARC 583 tag. (See Appendix B.) The aim is to facilitate open access identification of retention items in alternative shared print discovery systems.

7.e. Circulation—Both of the retention copies are expected to circulate. No effort will be made to identify and monitor a preservation copy. All titles will be searchable in MeLCat and able to be requested through the RIDES delivery service. The shared titles will circulate locally according to each library's policy and will follow the standard ILL practices of each institution for lending to other libraries.

7.f. New editions—Libraries may follow their usual workflows and procedures with respect to new editions of retention list titles. Where it is general practice for a library to replace a title with the most recent edition, this procedure may be followed even where the older edition is on a library's retention list.

## **8. Data refresh**

Libraries may choose to take part in a data refresh with updated circulation data and additional libraries' holdings at regular intervals (anticipated every 3-5 years). Data refresh may extend the shared collection

and provide additional withdrawal opportunities. It also may provide opportunities to redistribute retention loads. Member libraries will not be required to participate in a refresh of their data. If a library elects not to refresh, they will remain responsible for their existing retention titles for the period of time they originally agreed to unless notified that the refresh has resulted in the removal of titles from their retention lists. They will not be held responsible for retaining additional titles.

**9. Amendment and Review of MOU**

Review of this agreement, its terms and implications will occur at no less than five (5) year intervals, or if recommendations for change in policy or procedure from the Steering Committee approved by the Governing Board require revision(s) to relevant sections, or when a request is supported by a simple majority of all full member libraries.

**10. Acceptance of MOU**

By signature below, I acknowledge having read and understood this Memorandum of Understanding and agree to enter the MI-SPI shared print agreement and be bound by its terms and conditions.

Signature of Library Dean or Director: \_\_\_\_\_

Date: \_\_\_\_\_

## MI-SPI MOU Appendix A

### Validation

The MI-SPI Validation Working Group recommends that:

Each participating library will make a good faith effort to conduct a validation (i.e., a basic inventory confirmation) of 5% of their retention list. The target date for completing validations will be 12-18 months after receipt of retention lists from the latest data refresh. The Resource Sharing and Metadata Task Force will provide general oversight and assistance with the validation procedure.

Validation would consist of generating a random sampling. Results would consist of yes/no responses for each title indicating the presence of the retention item on the shelf, with the percentage of their sample results being communicated to the MI-SPI Collection Data and Analysis Task Force.

Further, the Validation Group recommends that:

1. Random samples be determined by running a function (=RAND()) in Excel, using a spreadsheet exported from GreenGlass. Sort the random numbers and use the top set of rows that account for 5%.
2. Designation of an item's condition be postponed until the participants discuss and agree on definitions of condition that can be applied widely and consistently.
3. Dealing with a missing title, reasonable efforts will be made to replace the title or transfer retention to another participant.

## MI-SPI MOU Appendix B

### MARC 583

Recommendation for Standardization of 583 Retention Notes from the MARC 583 Working Group:

It is recommended by the group to create a standard action note to be used in both the bibliographic and holdings records of retained titles. The recommended note is guided by OCLC's Detailed Metadata Guidelines for Shared Print Management and MARC 21 Format for Bibliographic/Holdings Data:

<https://www.oclc.org/en/services/shared-print-management/metadata-guidelines.html>

<http://www.loc.gov/marc/bibliographic/bd583.html>

*Standardized heading for MI-SPI Retention Bibliographic records, minimum requirements:*

**583 1\_ |a Committed to retain |c 2020 |d 20341231 |f MI-SPI**

583 is the field specified by MARC for an Action Note. Additional fields may be used if needed for tracking within your ILS. The same note should also appear in the 583 of the Holdings record. Also recommended to include a note in the item record.

*Details:*

583 - Action Note

1st Indicator - Privacy                      1 - Not private

2nd Indicator - Undefined                  Blank

Subfield Codes, required:

\$a - Action                                      Committed to retain

\$c - Time/date of action 2013

\$d - Action interval                          20271231

\$f - Authorization                              MI-SPI

Additional Subfields, optional:

\$u - URL                                          <http://www.mcls.org/engagement/mi-spi/>

\$5 - Institution                                  Archiving institution, MARC organization code