



Maine Shared Collections Cooperative

Operating Policies

March 20, 2026

The policies established below are intended to define major operational elements of the Maine Shared Collections Cooperative (MSCC) shared print collection and establish a common understanding among MSCC members. Most of these policies, along with other terms and conditions are in the MSCC Memorandum of Understanding (MOU) (<http://www.maineinfonet.net/mscs/wp-content/uploads/Maine-Shared-Collections-Cooperative-MOU.pdf>).

It's expected that MSCC policies will evolve over time and that modifications or amendments will be required. The MSCC Executive Committee has the authority to revise policies and procedures from time to time as needed.

Selection of materials

The MSCC shared print collections consists of print monographs, serials, and journals. The MSCC Collections and Operations Committee will identify materials to be retained based on a collection analysis. In the first round of group-wide collection analysis, from 2013-August 31, 2019, only monographs published and/or added to Member libraries' collections prior to 2003 were considered for MSCC retention. During the second phase of MSCC collection analysis in 2019 only circulating print monographs published and/or added to Member libraries' collections from 2004-2012 were considered for retention.

The MSCC Executive Committee may periodically identify new categories of materials for retention as determined by the membership.

Allocation

Each MSCC Member is expected to retain holdings at an equitable rate as determined by the collection analysis or other agreed upon methodology.

Ownership

MSCC Members will maintain ownership of the materials for which they agree to retain. A Member may donate materials to another library for retention.

Location

The MSCC shared print collection will be a distributed collection with volumes maintained at the Member libraries, either in traditional campus shelving locations or in library storage facilities at the library's discretion.

Retention

Member libraries agree to hold retained items until the MSCC retention expiration date, June 30, 2028 which is 15-years from when the original commitments were agreed in 2013.

The MSCC Executive Committee will revisit the retention period at least once every five years to determine if circumstances warrant extending or reducing the commitment periods for certain kinds of materials. At the end of the 15-year retention period Members will determine whether to extend the commitments for a further 15-years.

MSCC retention commitments survive membership in MSCC. The MSCC MOU establishes provisions to handle cases where a Member withdraws from MSCC or can no longer retain some or all of its committed holdings.

Members are required to retain only one circulating copy of titles they have been allocated a commitment to retain. For retention commitments made from 2013-August 31, 2019 Members are also required to retain all special collections copies of retained titles. This policy was discontinued for titles in the 2019 MSCC group-wide analysis, as special collections locations were agreed to be out of scope.

Validation

The MSCC program does not require full validation of metadata (inventory confirmation) or physical status of retained volumes. Libraries that choose to validate holdings should record this in the ILS item record, following MSCC guidance on the MSCC website:

<http://www.maineinonet.org/mscs/progress/>.

Lost or damaged materials

Members are expected to follow their usual workflows and procedures for identifying, repairing, and replacing retained materials.

Situations where members are not required to repair or replace retained materials are included in the MSCC Policy on Retention Commitment Changes

(<http://www.maineinfonet.org/mscs/policy-on-retention-commitment-changes/>).

Transferring retention commitments

In situations where the retention copy of a title is lost, damaged, or missing, but the library owns another copy, Member libraries should transfer the commitment to the other copy. While circulating copies are preferred, non-circulating copies are also acceptable replacements.

In situations where a replacement local copy is not available, or it's not feasible to acquire a replacement copy Member libraries should seek to transfer the MSCC retention commitment to another MSCC library, following the Maine Shared Collections Procedure for the External Transfer of Retention Commitments

(<http://www.maineinfonet.org/mscs/wp-content/uploads/Updated-MSCC-Procedure-for-CTR-transfers.docx.pdf>).

Adding retention commitments to replacement items

In situations where a Member acquires a replacement retention copy they should add the retention statement in the MARC 583 field, including recording in the subfield |c the date the commitments were agreed. [Founding Members](#) should use the date “20130701” for items they committed from 2013-August 31, 2019. For titles that were committed as part of the 2019 group-wide analysis project Members should use the date “20200101” (see here for guidance <https://drive.google.com/file/d/1oy9UA0yGa0INxghG3cDIeGxGKGpKhV0J/view>). All other Members should use the date that is recorded in their existing commitments, which is generally the date they signed the MSCC MOU.

Revoking retention commitments determined to be out of scope

Members that identify categories of materials they determine are neither in the retention interests of the local collection nor the MSCC collective collection shall contact the Maine Shared Collections Librarian about revising the institutional commitments.

Titles allocated for MSCC retention should meet the retention rules agreed by MSCC member libraries and approved by the MSCC Executive Committee. Members are given the opportunity to review their retention commitment proposals before agreeing to their final allocation. However, due to the scale of titles allocated for retention it is not practical to review at the title level which means items that were out of scope for MSCC may have unintentionally been assigned for retention.

Material considered out of scope for MSCC include:

- titles that don't circulate (including reference material and titles held in special collections locations)
- juvenile non-fiction
- titles with zero circulations
- ebooks
- government documents
- non-books (e.g. microforms, scores, and maps)
- theses and dissertations.
- republished journal articles or special issues of journals
- translated works of popular fiction/non-fiction
- exhibit catalogs and pamphlets (not related to Maine)
- board books
- outdated and superseded editions of textbooks and guides
- outdated medical content
- the works of certain publishers (see [Publisher list](#))

Members are permitted to remove commitments on out of scope material as they are identified. Members are not required to report on the removal of one-off retention commitments.

Members should remove retention commitment statements from their local catalogs and OCLC WorldCat. Specific details can be found in guidance on <http://www.maineinfonet.org/mscs>.

Access

Retained materials are subject to the circulation and Interlibrary Loan policies of the retaining library.

Delivery modes

Members agree to deliver physical volumes upon request using existing ILL or consortial delivery methods.

Members may require in-library use at the borrowing library for certain items (e.g. based on condition, rarity).

Where possible, delivery will be made through scanning and digital delivery, e.g. for an individual chapter or article in the case of journals.

Members will commit to deliver and return materials expeditiously via the established resource-sharing mechanism appropriate to each request.

Disclosure

MSCC members will record MSCC retention commitments in their local catalogs in an effort to prevent withdrawal of these volumes. Retention Partners will also disclose MSCC retention commitments in MaineCat and OCLC WorldCat in ways that are consistent with emerging national or international standards. Specific details can be found in guidance on <http://www.maineinfonet.org/mscs>.

Discovery

Discovery of MSCC commitments will be made via local, regional, and international catalogs (e.g., OCLC WorldCat) as recommended.