



Maine Shared Collections Procedure for the External Transfer of Retention Commitments

Updated September 2017

This procedure is to be used by Maine Shared Collection Cooperative (MSCC) member libraries seeking to transfer a retention commitment for a title to another MSCC library. This transfer could be to a copy of the title the receiving library already owns, or the item itself could be transferred from one member to another to retain. Note, that there are categories of material included in the [MSCC Policy on Retention Commitment Changes](#) which a MSCC library can remove commitments on without seeking a replacement copy for, for example, outdated IT manuals, health, legal, and consumer information.

From 2018 onwards, MSCC will follow a semi-annual schedule of retention commitment transfers. This updated procedure was created to alleviate the burden on individual MSCC libraries to find retention copies from other institutions. It also gives MSCC libraries the opportunity to review removal candidates and decide whether they want the retention responsibility transferred to them. Libraries with an immediate need to transfer commitments may still reach out to other MSCC members outside of the below schedule, but should also inform Maine Shared Collections Librarian Matthew Revitt of any transfers.

At any time during the calendar year	Requests for transfers may be submitted at any time by providing Maine Shared Collections Librarian Matthew Revitt (matthew.revitt@maine.edu) with a list of OCLC numbers and titles. These requests will be saved for the action periods (below) unless the library indicates they need the transfer to occur sooner.
June 1st & January 1st	MSCC member libraries are reminded of June/January 1st deadline to submit requests to transfer retention commitments to another library.
June 1st - 15th & January 1st - 15th	Matthew Revitt determines which titles are held by other MSCC libraries.
June 15th - 30th & January 15th - 31st	Member contacts at MSCC libraries holding surplus copies are provided lists of transfer candidates. Libraries have until the end of the month to examine the lists and inform Matthew via email if they are able to take on the additional retentions.
July 1st & February 1st	<p>Libraries who submitted transfer requests are informed of the results.</p> <p>Libraries are expected to work together on any physical transfer of items.</p> <p>Koha libraries, Colby, Bates, and Bowdoin colleges, Portland Public Library, Maine State Library, Bangor Public Library, the University of Maine and University of Southern Maine are all responsible for recording or removing retention commitments on these titles in their ILS and OCLC WorldCat (if a member). For all other MSCC libraries Maine Shared Collections Librarian Matthew Revitt will update the records.</p>

This procedures will be reviewed by the Collections & Operations Committee in January 2019.