



Best Practices for [Validation](#)

See also best practices documents on [Condition](#) and [Metadata](#)

The Rosemont Shared Print Alliance recommends a set of best practices for validating the completeness of the serials and journals being retained as well as the metadata used to describe them. These recommendations build on and incorporate the work of existing shared print programs such as WEST and EAST, as well as organizations such as the Library of Congress, OCLC, and the Partnership for Shared Book Collections. The levels of validation described below are cumulative, e.g. Issue-level validation assumes that Volume-level validation was also performed, and Page-level validation assumes both Volume and Issue-level validation were also performed.

Volume-Level Validation

Confirm volume-level designations in the holdings statement are physically present, noting any gaps.¹ This includes:

- Confirming volumes are physically present on the shelf.
- Confirming material listed on the volume matches what is inside, i.e., that the volume is not mis-labeled. E.g., if a volume is labeled “Journal of XYZ, 1999,” open the volume and confirm that it does indeed contain Journal of XYZ for 1999.

Issue-Level Validation

Confirm that all issues listed in the holdings statement are physically present on the shelf. This includes looking at the binding labels, volume, issue and date statements, and flipping through the volume looking for obvious missing issues and noting any gaps.¹

Page-Level Validation

Confirm that all pages are present in issues and volumes, noting any gaps.¹

Example 583 for completeness reviewed:

¹ Gaps should be noted in the holdings statement, or in a public note (‡Z). Also, if possible, note in ‡z if gaps are due to lapses in publication. In most cases, there is no single verifiable list of the complete publication history of a journal. Completeness can be determined by consulting various sources including local catalog records, union catalog records, inspection of physical pieces, publisher’s lists of historical volumes/issues, out-of-print vendors’ catalogs and advanced researchers with special knowledge about the publication.

583 1# †3 v.1-v.50 (1951-2005) †a *completeness reviewed* †c 20110101 †f WEST †i issue-level †l missing volumes †l reprints †z missing v.6-v.7 (1959-1960), v.17 (1970) †z reprints v.3-v.5 (1951-1958) †5 AzTeS

583 1# †a *completeness reviewed* †c 20180211 †f EAST †3 v.1-v.50 (1951-2005) †i volume-level †l missing volumes †z missing v.6-v.7 (1959-1960) †2 pda †5 MeWC

583 1# †3 1-5,8-25 (1981-1985,1988-2005) †a *completeness reviewed* †c 20110701 †f BTAA SPR †i issue-level †j IUNB †l missing volumes †z missing v.6-7 (1986-1987) †2 pda †5 InU