Journal Transfer / Donation Form

Please complete this form or provide a spreadsheet with the same information to start the process of donating or transferring a retention or scarce / last copy.

- Journal title
- ISSN
- OCLC Number
- Holdings Statement
  - Please note any gaps. It is the donating library’s responsibility to review volumes for missing material, e.g. missing issues, before offering for donation.
- Linear feet
- Condition of material
- Number of institutions holding the title in the United States, according to OCLC WorldCat
- Shared Print Program Affiliations
- State
- Contact Name
- Contact Email
- Any contractual/negotiated conditions, e.g. long term loan rather than donation?
- Date by which material needs to be transferred _________________

Please submit this form to your shared print program which will escalate to Rosemont if necessary:

BTAA: rebecca.crist@btaa.org
EAST: EASTreallocation@blc.org
FLARE: FLARE@uflib.ufl.edu
Scholars Trust: scholarstrust@wrlc.org
WEST: west-staff-l@listserv.ucop.edu