



## 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](mailto:rebecca.crist@btaa.org)

EAST: [EASTreallocation@blc.org](mailto:EASTreallocation@blc.org)

FLARE: [FLARE@uflib.ufl.edu](mailto:FLARE@uflib.ufl.edu)

Scholars Trust: [scholarstrust@wrlc.org](mailto:scholarstrust@wrlc.org)

WEST: [west-staff-l@listserv.ucop.edu](mailto:west-staff-l@listserv.ucop.edu)