



Guidelines for the Donation/Transfer of Print Journal Titles

Rosemont Shared Print Alliance participating libraries seek to ensure that print journal titles are preserved and accessible for future scholars (see the [Rosemont Last Copy Agreement](#)). The following guidelines pertain to retained materials or materials which have been identified as rare or scarce. These guidelines for the donation/transfer of print journal titles are to be used when reallocation of material within the home shared print program is unsuccessful.

To that end, **Rosemont participating libraries agree:**

1. To retain selected print journal titles in place for the duration of the existing retention period; or
2. If retention in place is not possible, libraries should consider transfer of the retained material to another institution within the home shared print program (e.g. WEST, FLARE, etc.) following local program policies and procedures. If transfer within the home shared print program is not possible, materials may be donated or transferred to a participating Rosemont Shared Print Alliance storage facility or willing institution, where it will be retained for the duration of the recipient's retention period.
3. To manage the holdings according to the Rosemont Shared Print Alliance's [operating policies and principles](#).

Donation/Transfer Guidelines

These guidelines should be followed only when an attempt to donate or transfer material within the shared print home program has been unsuccessful. When a library donates or transfers a copy to a Rosemont Shared Print Alliance storage facility or willing institution, the library shall:

1. Complete a [donation form](#) and submit it to your local program to bring to Rosemont. Rosemont will act upon these requests within 60 calendar days.
2. Ensure that volumes donated are complete or that gaps are noted in holdings statement on the donation form.
3. Ensure the material is in good condition, and free of mold, mildew, dust, and insects. If material is in poor condition or is a reprint, please note this on the donation form.
4. Donate/transfer all holdings and relinquish ownership to the receiving institution or parent organization of the storage facility; or
5. If donation/transfer is not possible, negotiate a long-term loan with the receiving institution or parent organization of the storage facility.
6. Donating Library Shall: Withdraw the holdings from the local catalog,¹ and remove retention commitments in shared registries (e.g. PAPER) as per guidelines used in the home shared print program.
Receiving Library Shall: Facilities which receive the material will be responsible for re-registering the commitment upon receipt of the material in consultation with the donating library.
7. Donating Library Shall: Pay for shipping, unless otherwise arranged.

¹ Metadata on long term loans may be kept in local catalogs as per local practice.