



North: the Canadian Shared Print Network/ Nord: Réseau canadien de conservation partagée des documents imprimés

Canadian University Press Monograph Retention Project - Documentation & Agreement for Archive Holders

Date: March 2023

Updated: April 22, 2025

Introduction

The Canadian University Press Project will ensure that print monographs published by Canadian University Presses will be retained by libraries participating in the project. We will aim to have one preservation copy confirmed within the holdings of Library and Archives Canada's collection, and two circulating copies in the holdings of other participating libraries. If gaps in LAC holdings are identified, participating libraries may be asked to transfer copies of specific titles to LAC to complete the preservation record being maintained.

As an Archive Holder, you have committed to retain materials under the North/Nord program. This document outlines the responsibilities of Archive Holders participating in this project.

Overlap Analysis

Participating libraries agree to run publisher search queries in their local systems and supply marc extracts to North/Nord. Search query instructions are provided in the associated [North/Nord CUP marc extraction instructions](#) document. Marc extracts for your library should be loaded into your institution's subfolder [within this Google Docs folder](#). The marc extracts will then be loaded by North/Nord into the Gold Rush Library Content Comparison System in order for the overlap analysis to be completed.

Materials for Retention

Archive Holders agree to retain all of the monograph titles assigned to them. North/Nord will make Google spreadsheets available to each Archive Holder, to allow the Holder to review the titles assigned for retention and to update any information prior to finalizing the commitments. Archive Holders are not required to validate their physical holdings. Archive Holders agree to maintain these titles for 25 years, until December 31, 2050.

Archive Holders are required to confirm that they are willing to retain the titles assigned to them by

North/Nord. Once they have communicated confirmation of retained titles to North/Nord, they may start updating their bibliographic records in their local ILS as well as with OCLC (if applicable).

Holdings Disclosure

Archive Holders are required to update the local bibliographic records of the titles they are retaining with a 583 field. Libraries are free to use any method to add the 583 fields to their records, provided the information is added as noted below. [Additional background information about 583 subfields is available here](#). Worldshare libraries should load the notes at the local holding record level (LHR).

The indicators for this field are 1 (ie. not private) and blank. All subfields except \$j and \$3 are required.

MARC Tag 583	Purpose	Required or Optional	Value to be entered
Indicator 1	First Indicator-Privacy: Value =1 i.e., not private	Required	1
Indicator 2	Indicator 2 is blank		
\$a	Action	Required	committed to retain
\$c	Date action taken (20250901) <i>This is the start date for the retentions for this project.</i>	Required	20250901
\$d	Action Interval <i>This signals the end date of the retention commitment.</i>	Required	20501231
\$f	Authorization	Required	North/Nord
\$j	Site of Action: Holding location code, if different than 852 b.	Optional	
\$u	Link to shared print program documentation	Optional	https://northnordsharedprint.ca/

\$z	Public Note	Required	Canadian University Press monograph retention project/Projet de conservation des monographies des presses universitaires canadiennes
\$5	Archiving institution: the Retention Library's Canadian library symbol (if available) for the archiving institution preceded by 'Ca'. Directory is available at https://sigles-symbols.bac-lac.gc.ca/eng/Search Eg. CaOONL (for LAC), CaQMM (for McGill)	Required	

Example (LAC record)

583 1# |acommitted to retain|c20230901 |d20481231 |fNORTH/NORD
|u<https://northnordsharedprint.ca/> |zCanadian University Press monograph retention project/Projet
de conservation des monographies des presses universitaires canadiennes |5CaOONL

OCLC Retention Registration Recommendations

It is highly recommended that shared print retentions be registered with OCLC so that they can be made visible to other libraries, shared print programs, and the general public. Registration may differ depending on the ILS system used. For information regarding how to register commitments with OCLC, [please visit this page](#).

If you would be interested in having North/Nord register your commitments with OCLC on your behalf, please get in touch with the Network Coordinator at north-nord_coordinator@coppul.ca to discuss logistical arrangements.

Original Form

Archive Holders agree to maintain all of the archived materials in their original, artifactual form whenever possible (ie. retain the print copy).

Archiving Facilities

Archive Holders agree to maintain retained University Press monographs in campus library shelving or any other current location (ie. there is no requirement to move them to a controlled environment, storage facility, or the like). Archive Holders may choose to transfer titles to high-density storage facilities as long as the material remains in circulation. Requests for exceptions (eg. unique copies) may be discussed with the Network Coordinator.

Timelines

Libraries run publisher searches and upload marc extracts by April 15, 2023

Gold Rush analysis undertaken - not successful, December 2023

Spreadsheets of allocated retentions are shared with participating libraries -
collaboration with Marlene Van Ballegooie (Keep@Downsview)

Libraries confirm ability to retain titles

Libraries update local marc records with 583 action notes

Libraries register commitments with OCLC, or ask North/Nord to do so on their behalf

Further Information

For further information, please contact the North/Nord Network

Coordinator: north-nord_coordinator@coppul.ca



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Canadian University Press Project - Participation form

Date: April 2025

We ask that you signal your commitment to participate in the North/Nord Canadian University Press project by signing this form and returning it to the Network Coordinator at

north-nord_coordinator@coppul.ca

Institution:

What role will your institution play for this specific North/Nord project? (Circle/highlight

one) Archive Builder & Holder / Archive Holder / Archive Supporter

Name of Institutional Signatory:

Title of Signatory:

Signature:

Date:

North/Nord Signatory: Katya Pereyaslavskaya, Network Coordinator

Signature:

Date: