

Collection management of monographs: seizing the opportunity

These guidelines are currently under review and will be updated to reflect revised international standards in Autumn 2024.

To support the consistent application of retention statements and to enable future global updates it is important that those currently applying retention statements continue to use the existing guidelines at this time. **Please continue to use these guidelines until updates are provided.**

The National Bibliographic Knowledgebase, a very large aggregation of data contributed by national, academic and specialist libraries, is an important new element of national library data infrastructure. It provides a UK wide view of library holdings through the Jisc Library Hub services built on the data and has the potential to transform opportunities for collaboration and cooperation.

The purpose of this statement from the Jisc [Library Hub Community Advisory Board](#) (LHCAB) is to drive forward a community initiative which will enable the Jisc Library Hub services to support a step change in the collection management of monographs. It proposes that libraries adopt a consistent approach to the recording of monograph retention commitments, which could enable huge efficiencies in the management of monograph collections at institutional, regional and national level. While it is recognised that libraries with wholly self-renewing collections may not wish to participate, we would ask those libraries expressing retention commitments to adopt this approach.

The role of the Jisc LHCAB is to advise Jisc on the development of Library Hub services, including those supporting collection management activity for the UK higher education and research library community. The Board was established to represent the views of the community in the development of services and activities and **to act as advocates for the development of a cooperative approach to the management of both monograph and serials collections and bibliographic data.**

The recommendation below takes account of comments received during the community consultation period in April/May 2020.

Recommendation for the use of a standard retention code to facilitate effective UK collection management at national, regional and local level.

The Jisc Library Hub Community Advisory Board (LHCAB) has worked to support the development of collaborative collection management tools and initiatives over many years. The success of the UKRR journals programme has demonstrated the potential for collaborative initiatives to be transformative in their impact on libraries. Following on from this success story there is an increasing appetite in the community for a collaborative approach to the management of monograph collections. Many institutions are already making decisions about their collections based on the principles of collection categorisation and are identifying retention commitments at a local level. The LHCAB considers that developing a methodology to capture these institutional retention commitments for monographs is key to making progress in the management of monograph collections moving forward.

While there are many complexities to navigate, ensuring that the community has the information required to make informed decisions in this area is fundamental to progress.

The National Bibliographic Knowledgebase presents a unique opportunity to the community to enhance collaboration by sharing retention information. By adopting a standardised approach, those libraries who wish to express retention commitments will enable the data to be surfaced in the NBK service [Library Hub Compare](#). This will facilitate data driven decision making which can impact local workflows and feed into strategy and policy making at regional and national level.

The LHCAB aims to drive forward development and adoption of a methodology to capture retention information. An initial community survey seeking opinions about the concept of such an approach, in June 2019¹, drew positive responses. This was followed by endorsement from the RLUK and SCONUL Boards, and a further period of community consultation² on a draft recommendation in April/May 2020. The comments received resulted in additional examples of MARC subfields being added to the statement and further engagement with Legal Deposit Libraries, who have a unique perspective on the concept.

¹ <https://libraryservices.jiscinvolve.org/wp/2020/01/results-of-a-community-consultation-recording-retention-commitments/>

² <https://libraryservices.jiscinvolve.org/wp/2020/04/collection-management-of-monographs-seizing-the-opportunity/>

The LHCAB recommends that a standard approach to recording retention information in bibliographic records should be adopted by the library community as follows:

A commitment to retain code: **NBK-R** should be added to the MARC 583 field of the bibliographic record when an institution has made the decision to retain an item for a specified period. The specific copy retained can be identified in the institution's item level record for internal use. The NBK will process 583 fields wherever they are found in the record. This does not preclude the 583 field being used for other purposes, in which case the NBK retention code should be added to a separate instance of the 583 field (which is repeatable) to avoid any confusion with other information such as UKRR commitments or local information.

As a minimum, the following should be used:

583

\$a retention statement

\$c review date, in yyyy-mm, or yyyy

\$5 library's international MARC code

Example:

583 \$aNbk-R \$c202104 \$5UkShU

Would describe an item designated for retention by the University of Sheffield, with a review date of April 2021.

To indicate an item held in perpetuity libraries may use a yyyy date of 9999.

Optionally, libraries may wish to use other allowed subfields within the 583 to provide more retention information. We would suggest the following may be of most relevance:

\$j site of action: may be useful for recording remote storage

\$l status: the condition of the retained item

\$n: number of copies to be retained e.g. **\$n3** OR **\$n14\$obound vol.**

\$x non-public note: may be useful for recording which of multiple copies are to be retained.

\$z public note: decision date, in yyyy-mm, or yyyy to record the date on which the retention statement was applied to the item e.g. **\$z decision date 202004**

\$z public note [repeated]: explanatory note for status of item e.g. **\$z last four pages unreadable**

\$3 material specified: where the retention statement only applies to a part of eg a multi-part item

Examples:

583 \$aNbk-R \$c2030 \$ldamaged \$zlast four pages partially unreadable \$5UkYoU

583 \$aNbk-R \$c202506 \$xretain Law Library copy \$z1 of 3 copies to be retained \$5WICaUW

583 \$aNBK-R \$c9999 \$joff-site shared store \$n7 \$3volumes 1 and 2 \$5UkHIHU

583 \$a NBK-R \$c2025 \$n1 \$l damaged \$z decision date 20200528 \$z last four pages unreadable \$5
UkLeU

LHCAB June 2020

Updated March 2024