**Five College Microforms Repository (ver. 2 – April 2, 2014)`**

**Background**

In September, 2010, UMass Amherst Libraries (UM) proposed to the 5C Collection Management Committee (CMC) that UM was willing to become a central repository for microforms for the Amherst, Hampshire, Mt. Holyoke and Smith (4C) libraries interested in de-accessioning those materials. Microforms do not now receive the use they once did. This is very similar to creating a central repository for de-duplicated print materials except it would be in the Du Bois Library, which has equipment, service support along with the most extensive open hours.

When this proposal was made, next steps included determining how much microform overlap there is among the libraries. The UM ILS staff determined that approximately there are approximately 16,000 duplicate titles in microform across the 5C libraries. Further, there are unique titles as follows: UM is willing to accept *all* non-duplicating microforms for all library materials (i.e., journals, serials, monographs, theses, etc.), as well as non-duplicating print guides. The UM microforms collection is located in the basement and is a closed collection. Microforms requested by users are retrieved at regular intervals. Anything we accept will circulate to UM and FC faculty, staff, students, and UM community users according to UM microforms loan rules.

The Microforms Repository proposal was vetted with the 5C Circulation, CMC, and Research, Instruction, and Outreach Committees from in fall 2011. Those groups made suggestions for the sake of clarity for 4C staff and users which have been incorporated herein. The 4C agreed further that:

* + The 4C will to cede ownership of any microforms they transfer to UMass
  + The 4C agreed that UM reserves the right to discard duplicate microforms. This includes the same intellectual content duplicated in different microform formats, i.e., microfiche versus microfilm, etc.
  + The 4C agreed it is acceptable that microforms transferred will display only in the 5C union catalog and the UM instance of the shared online catalog.
  + 4C will not require any statistical reports for microforms once they cede ownership.
  + None of the 4C have linked their microform collections.
  + In regard to 4C microform space needs, Hampshire no longer has any microforms. Amherst may be interested at some point due to space considerations. Mt. Holyoke has no pressing space needs at this writing. Smith will probably take advantage after they study microforms usage, which may take another one to two years.
  + Any microforms in the Microforms Repository fall under the 5C ‘Last Copy’ agreement that governs retention and preservation.

1. **Deposit of materials**

* UM would accept non-duplicating library microforms, and non-duplicating guides/finding aids that accompany them,
* Selection of microforms to be transferred will be made at the discretion of each of the 4C based on local needs.

1. **Duplication**
   * 4C agrees to send only non-duplicating microforms not already held at the facility. UM reserves the right to discard any duplicate microforms in the facility.
   * Each of the 4C may at its discretion retain on its campus duplicates of titles deposited in the microforms repository (MR) by other 4C members.
2. **Access and equipment**
   * The collection will be available for use by Five College faculty, students, staff, and the general public.
   * UM stores microforms in the Du Bois Library basement. Users need to submit a retrieval request for microforms they want to use or borrow.
   * UM will make reasonable efforts to locate non-duplicating print finding aids/guides to microform sets proximate to the Microforms Viewing Room, space permitting.
   * UM commits to providing appropriate microforms equipment in good working order for the use of microforms in the Du Bois library.
   * Printing from microforms equipment requires a UCard or guest UCard, which is available for purchase.
3. **Hours of Operation and Services**
   * Users have access to microforms viewing area all hours the Du Bois building is open to the public. Appropriate arrangements for requesting materials to be viewed must be made in advance.
4. **Circulation**

* Microforms will circulate to faculty, staff, students and community borrowers for 28 days
  + Microforms to be used at requestor’s *home* institution – fill out the online microforms request form (below) and indicate the desired pickup point. Articles from microforms: subm*it an* ILL request
  + Microforms to be *used at UMass*: complete the UMass online microform request form <http://www.library.umass.edu/services/reserves/microforms/microform-retrieval-form/>
  + Delivery turnaround time is 24 hours (M-F) for loans and article delivery. Microforms will be supplied through the 5C delivery service.

1. **Interlibrary Loan**
   * Requests for loans for MR microforms other than Five College libraries will be processed through standard interlibrary loan procedures and will follow the National Interlibrary Loan Code for the United States.
   * Fees for interlibrary loan services will be according to the current UMass ILL policy: <http://www.library.umass.edu/services/interlibrary-loan-and-document-delivery/information-for-other-libraries/>
2. **Use of Repository Materials for Reserve**
   * Any of the 4C may borrow microforms on extended loan for reserve use.
   * Arrangements should be made library to library with appropriate staff.
3. **Lost or Damaged Materials**
   * UM will bill the initiating library for all microforms borrowed from the MR that is lost or damaged.
4. **Transfer of materials**

* 4C libraries must contact the UM Materials Management Manager (MMM), Information Resources Management Department, prior to shipping any UMass any microforms.
* The following information should be included in the initial contact:
  + list of titles, number of reels/inches of microfiche
  + ALEPH bib record #
  + Accompanying guide information, including no. of volumes
  + If cabinets are being offered, dimensions of microform cabinets including width, height, and depth
* UM will verify what is needed from the proposed list and contact the initiator.
* The donating library *will be responsible for shipping materials* to the UMass Du Bois Library. Materials should be packed in an orderly and secure manner.
* The MMM and the Coordinator of Digital Curriculum Reserves and Media (or the User Services Specialist for Microforms if the Coordinator is unavailable) will work with the UM Library Business Office and donating library to arrange a mutually convenient shipment date.

1. **Online catalog record workflow** 
   * UM staff will use batch updating to facilitate bib, item and HOL record creation, and transfer of any analytics sets purchased, into UMA ALEPH ADM (or any system that may supersede ALEPH).
   * Donating library needs to batch delete records in home ADM to avoid union view discrepancies. UM will advise the donating library, including the FCLD, to delete or suppress records for the previous location when the transfer is complete.
   * Donating library is responsible for updating their own institution’s OCLC holdings.
   * Donated microforms will be integrated into UM MF accession schema.