

VIVA  
AGREEMENT FOR THE COOPERATIVE RETENTION OF  
RARE AND UNIQUE VIDEOCASSETTES  
November 13, 2015

In 2012, seven VIVA member libraries (College of William & Mary, George Mason University, James Madison University, University of Richmond, University of Virginia, Virginia Commonwealth University, and Virginia Tech), sought to analyze their video collections in order to determine the extent of overlap and to compare local holdings with state and national holdings. The overall goals were to ensure that all currently held content was retained by at least one of the seven libraries, and to look for avenues of cooperative collection building. VIVA contracted with Sustainable Collection Services to compile and analyze the data.

After receiving the parsed data from SCS, project members shared an interest in identifying at-risk titles and preserving these materials through transfer to digital formats and/or agreements to maintain particular titles. Collection development also emerged as an area of interest for many of the libraries—the data could be used to identify widely held and highly used titles for which VIVA might obtain consortial streaming rights.

As an initial phase the participating institutions have agreed to focus on preservation and cooperative retention of VHS titles identified as being unique holdings. SCS produced lists of VHS titles unique in the U.S. and with 2-9 holdings in the U.S. The results of this analysis identified 3,315 unique titles and 5,819 held by 2-9 libraries.

Discussion about these unique and rare holdings led to the drafting of this Memorandum of Understanding (MOU). It is recognized that these materials would not by default belong to a retention list – each institution will be reviewing their titles and making that decision locally – but acting together to preserve the titles selected as Repository Copies is believed to show a valuable partnership among the VIVA institutions. Participants are requested to sign this MOU by January 1, 2016 to show intent in completing this project.

In addition, although identifying Repository Copies in WorldCat is mentioned in the MOU, it is recognized by VIVA that OCLC is currently reconsidering its recommendations for identifying shared materials in WorldCat. This is therefore intended to be a future action once OCLC's recommendations have finalized.

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The participating libraries ("Holding Libraries") establish by this Agreement a distributed repository ("the Repository") wherein each Holding Library commits to retaining in its collections a copy ("Repository Copy") of VHS titles. The primary goal of this initiative is preservation of rare and unique materials.

\_\_\_\_\_ (as the Holding Library) agrees to:

*Retention Term*

Retain the copy from the date of this agreement until June 30, 2026 or as long as is practicable (see Cancellation of Commitment below).

*Interlibrary Loan*

If the VHS is locally approved for interlibrary loan, lend to VIVA libraries according to local library policy, VIVA Interlibrary Loan Guidelines (December 2013), and in compliance with Title 17 of the U.S. Code. All participating libraries are encouraged to be as generous and responsive as possible in lending these materials to VIVA libraries, including digitizing a lendable copy when that is an option for the holding library.

*Retention Note*

Identify Repository Copies in their library system and in WorldCat. This identification serves to prevent accidental withdrawal of the copies and to facilitate the creation of a Union List of Repository Copies. The note shall read "VIVA Repository Copy 2016."

*Cancellation of Commitment*

If a Holding Library wishes to withdraw a Repository Copy prior to the conclusion of the Term of this Agreement, it will offer the copy to other VIVA libraries. Such a transfer between libraries would be done within Virginia State laws and regulations and would include a transfer of the retention obligations under this agreement. The offer should provide these libraries a stated, reasonable period of time to claim the copy, after which the Holding Library may discard the copy.

*Project Review*

This agreement will be reviewed in 2021 to assess the value of the project and determine its future.

APPROVAL:

\_\_\_\_\_  
Library Dean/Director or Designee

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Date