

# MedPrint - Medical Serials Print Preservation Program

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## Instructions

The National Network of Libraries of Medicine (NN/LM) and the National Library of Medicine (NLM) are working to ensure the preservation of and continued access to the literature through a national cooperative medical serials print retention program, MedPrint.

## Review

Review program details and agreement to determine if your institution will participate in the MedPrint Program.

See <http://www.nlm.nih.gov/psd/printretentionmain.html> for program details.

## Preparation

1. Identify titles which your organization will commit to retain under the MedPrint program agreement.
  - a. Update holdings in DOCLINE for each title.
  - b. Verify that holding statements are accurate.
2. Indicate commitment to retain for national print retention, MedPrint.
3. After editing all titles, run your library's National Print Retention Titles report in DOCLINE (Serial Holdings/Reports/Create Report).

## Participation

4. Sign the following agreement or obtain signature of authorizing party.
5. Attach a print-out of your library's National Print Retention Titles report.
6. Mail original signed document and National Print Retention Titles report to:

Martha Fishel  
National Library of Medicine  
Bldg 38 / Room 1S33  
8600 Rockville Pike  
Bethesda, MD 20894

# MedPrint - Medical Serials Print Preservation Program Agreement

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This document establishes the terms of agreement to be entered into by the National Library of Medicine (NLM) and member libraries in the National Network of Libraries of Medicine (NN/LM) that opt to participate in MedPrint, the Medical Serials Print Preservation Program.

The purpose of the program is to preserve important biomedical journals published in print form and to ensure continued access to the literature, as space limitations and reduced budgets impact libraries' ability to retain all of their materials. The goal is to retain a minimum of thirteen copies in libraries geographically distributed throughout the U.S, including the copy held by the National Library of Medicine. Initially, the program will include approximately 250 serial titles listed in Abridged Index Medicus and titles in PubMed Central that have been digitized by the National Library of Medicine. Additional titles may be selected for inclusion in the future. Participating libraries may select any titles from the MedPrint list available from NLM at the following location:

<http://www.nlm.nih.gov/psd/printretentionmain.html>

This is a voluntary national cooperative program. Funding will not be provided to help libraries maintain or store the titles they commit to retain.

## **Period of Agreement**

Libraries agree to retain titles for a period up to twenty-five years, subject to renewal. This agreement goes into effect once signed by both parties and ends September 30, 2036.

## **Requirements for participation**

1. U.S. libraries that are DOCLINE participants are eligible to serve as MedPrint Partners.
2. Libraries must hold the titles that they agree to retain from the first published volume until the title ceased in print or, if still published in print, at least until the year 2000. Libraries are not required to commit to the preceding or succeeding titles. For example, a library may elect to retain *American journal of obstetrics and gynecology* (1920- ), but not *American journal of obstetrics and diseases of women and children* (1868-1919).
3. Complete holdings are preferred, but a title may be included in the program if the library's holdings are 95% complete.

## **The National Library of Medicine agrees to:**

1. Provide general oversight for the program.
2. Monitor MedPrint commitments recorded in DOCLINE and provide commitment status reports to participating libraries.
3. Permanently retain print copies of all MedPrint titles that NLM owns.
4. Collaborate with OCLC to develop the capability to exchange print retention information between WorldCat and DOCLINE.

**NN/LM Regional Medical Libraries (RML) agree to:**

1. Publicize the program and solicit participation from libraries in their regions.
2. Manage and monitor participation to ensure to the extent possible that all MedPrint titles are preserved in each region.
3. Attempt to find replacement libraries to assume responsibility in the event that a participating library can no longer keep its MedPrint retention commitments.

**Participating MedPrint libraries agree to:**

1. Retain their MedPrint titles in original print format until September 30, 2036.
2. Validate holdings
  - a. Verify holdings of each MedPrint title are at least 95% complete at the volume level.
  - b. Verify that in addition to the articles, their MedPrint volumes contain covers, tables of contents, administrative matter, advertisements and supplements.
  - c. Verify that volumes are in usable condition.
3. Maintain records in DOCLINE
  - a. Enter accurate holdings of MedPrint titles, showing gaps at the volume level for each bibliographic record.
  - b. Indicate commitment to national retention program for each title.
  - c. Review the holdings for accuracy annually.
4. Preserve MedPrint volumes
  - a. House MedPrint volumes in facilities that maintain moderate and stable levels of temperature and relative humidity (ideally, 65°F-72°F and 30-50% RH).
  - b. Protect MedPrint collections with fire suppression, smoke detection and building security systems. A written collection disaster response and recovery plan is recommended.
5. Allow its holdings information for MedPrint titles to be exported from DOCLINE for display in other print retention registries and databases.
6. Provide access to MedPrint titles to onsite patrons and interlibrary loan requestors.

**Termination of Agreement**

Participating libraries will notify NLM immediately in the event that they are no longer able to meet the terms of this agreement. The National Library of Medicine may terminate this agreement at any time if parties fail to meet requirements or if program goals change.

**Signatures**

National Library of Medicine:

Name: Joyce Backus  
Title: Associate Director for Library Operations  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Library Director or Other Authorizing Official

LIBID: \_\_\_\_\_  
Institution: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Email: \_\_\_\_\_  
Date: \_\_\_\_\_