



Center *for* Research Libraries

GLOBAL RESOURCES NETWORK

CRL JSTOR Print Archive

Donation Procedures

1. Donations for titles and issues we do not hold in the archive will be accepted from any CRL library.

2. New donors should contact us when you are ready to donate at (773) 955-4545 ext.267 or e-mail us at jstorarchive@crl.edu. Please designate a single contact person at your institution. The contact person is responsible for communicating what is available for donation.

3. All current JSTOR records are loaded in CRL's catalog, with current holdings and issues wants listed in MARC 590 fields. Please consult our [JSTOR Catalog](#) before assembling your list. Donors send the list of offered titles to the CRL JSTOR e-mail address at jstorarchive@crl.edu. For donations of more than five titles, we prefer the list in an EXCEL spreadsheet. Wherever possible CRL seeks the most complete series, in the best possible condition, for each title donated to this project. To help us please provide exact information as to what your institutions can donate.

- The title (or titles) you wish to donate to
- The exact holdings of each title; please specify any lacking issues.
- Please review our validation criteria for specific condition issues we look for here.

When volumes are less common (particularly older volumes) we may want issues with significant condition issues. When in doubt, please contact us with questions you have about condition.

4. Proposals for donation will be reviewed by CRL staff. The contact person will be informed if the donation is accepted or not. If it is accepted a schedule for shipment will be negotiated individually. Turn around time for donation reviews is generally a week or less.