

RSA Policy for Advanced Reader Copies (ARCs)

Revised May 9, 2019

This policy has been approved by:

- RSA NFP Database Committee, 05/09/2019
- RSA NFP Users Group, 11/07/2019

Books, videos, sound recordings, and items of any other format must never be cataloged or circulated in the RSA database if they indicate on the item (usually the cover or disc container) one of the following terms or a similar equivalent:

- Advance reader copy (also referred to as “ARC”)
- Advance listening copy
- Advance viewing copy
- Advance screening copy
- Galley
- Proof
- Any mention on the item that it is “uncorrected”
- Any mention on the item that lending or circulation is not permitted
- Any mention on the item that it is not for sale

For the purposes of this policy, ARC will be used to refer to an item that is marked with any of the terms from the list above.

ARCs must never be cataloged or circulated in the RSA database for two reasons:

1. Doing so violates the publishers’ intent of the ARC Program. According to library vendor Baker & Taylor:

“The ARC Program provides you with the opportunity for timely review of important forthcoming titles as part of your collection development process. The titles have been selected by the publishers as noteworthy books that deserve advance notice and should be considered for addition to your collection. [...] Advance Reading Copy Editions are for REVIEW PURPOSES ONLY. They are not for resale nor should they be added to your regular collection for circulation purposes.”

To read Baker & Taylor’s full statement about the ARC Program, please refer to the last page of this policy.

Although the statement addresses Baker & Taylor's ARC Program, similar programs provided by other vendors are also intended to be marketing tools for library collection development, not intended to be cataloged or circulated. Libraries are encouraged to contact the specific vendor if they have questions about the purpose of that vendor's ARC program.

2. Cataloging and circulating ARCs is a legal liability for both the library and RSA. Cataloging and circulating them may be considered a form of theft from the author and the publisher, particularly if the library uses the ARC instead of purchasing its final publication.

ARCs must never be interlibrary loaned or sold in library book sales.

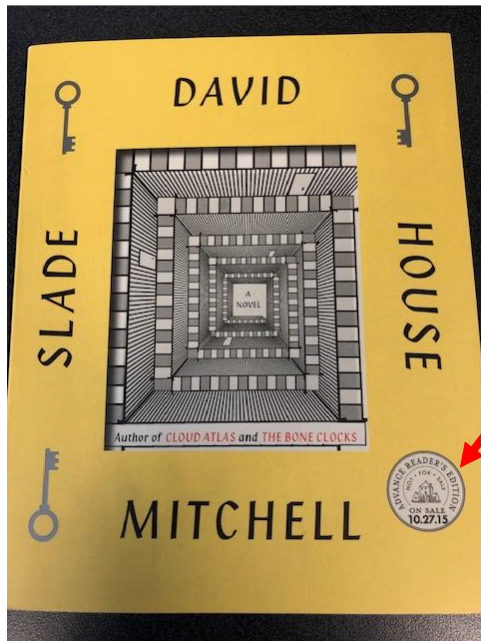
To see a sample of an ARC, please refer to the next page of this policy.

If a library is considering cataloging an item and needs assistance identifying if it is an ARC, the library should contact the RSA cataloging team via the RSA Help Desk.

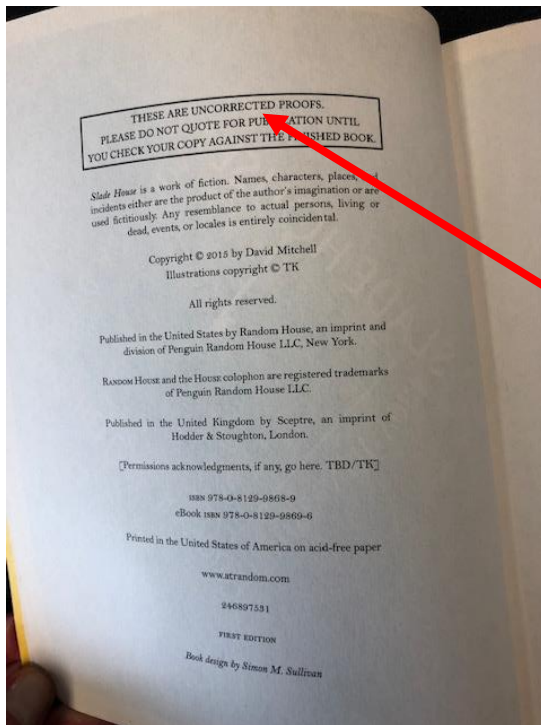
The RSA membership's cooperation is appreciated to protect the database from the legal consequences associated with cataloging and circulating ARCs.

Please direct questions or concerns about this policy to Erica Laughlin, RSA Cataloging and Database Supervisor, at erica.laughlin@railslibraries.info or 1-866-940-4083.

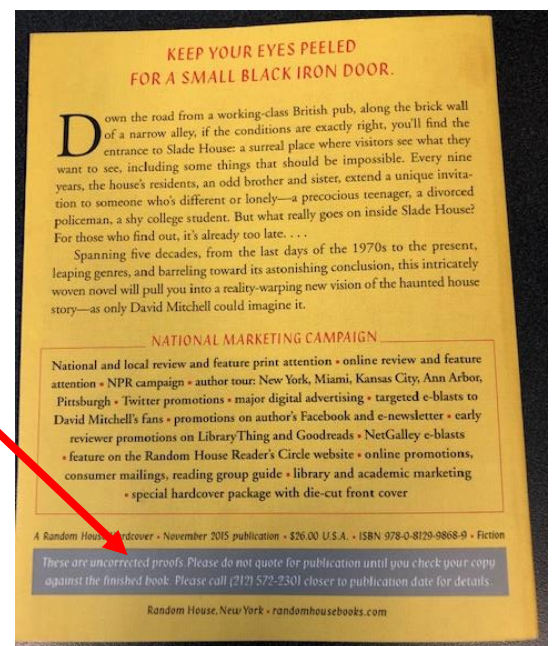
Below are screen shots of an ARC. Please note these screen shots are only intended to be an example. An ARC may not have these exact characteristics.



“Advance Reader’s Edition” indicated on the front cover and spine, also shown here for greater detail:



“Uncorrected Proofs” indicated on the title page verso and back cover





March 2019

Dear Customer:

Please find enclosed adult title selections for the Advance Reading Copy (ARC) Program.

The **ARC** Program provides you with the opportunity for timely review of important forthcoming titles as part of your collection development process. The titles have been selected by the publishers as noteworthy books that deserve advance notice and should be considered for addition to your collection. Please also note the important marketing information that appears on the back covers of many of the books, which may include details such as initial print quantity, author tours, advertising/promotional budgets, etc.

We trust that you will find these titles to be great additions to your collection. Orders may be placed with Baker & Taylor, as follows:

Phone: (800) 775-1100 Fax (800) 775 7480
Electronically: (800) 775-0410
Mail: Baker & Taylor c/o 251 Mt. Olive Church Road
Commerce, GA, 30599-1100 attn: Order Dept.
Shop Online: www.btol.com

Please note: Advance Reading Copy Editions are for REVIEW PURPOSES ONLY. They are not for resale nor should they be added to your regular collection for circulation purposes.

We appreciate the opportunity to provide this service for your library and look forward to your cooperation with the appropriate handling of Advanced Reading Copy Editions.

Cordially,
Robert Rotello, VP, Sales & Marketing
Robert.rotello@baker-taylor.com