

Publications Exchange Working Group

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Appendix 3: Postal Exchanges

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Observations and recommendations

- 3.1 Exchange of publications between speleological organisations, both within countries and internationally, is accepted as an excellent way of spreading information and ideas, publicising discoveries, meetings and publications, and promoting the forwarding organisation. Traditionally, exchanges have involved posting hard copies to the cooperating organisations, who posted their publications in return.
- 3.2 Each organisation should identify one person who is responsible for Publication Exchanges. This may be the Librarian, or the Editor, or another person. Try to achieve good communication between Librarians and Editors regarding the receiving and sending of Exchange Publications: the left hand needs to know what the right hand is doing!
- 3.3 Good international email communication between people responsible for bilateral Publication Exchanges is essential.
- 3.4 Some organisations do not publish a regular journal, but are pleased to exchange their published books and monographs.
- 3.5 After establishing or reinstating exchanges of paper journals, each organisation should identify gaps in its holdings of foreign journal issues from its Library catalogue. The partner organisation can then be asked to supply copies to fill the gaps, from its stock of unsold publications.
- 3.6 Each organisation may also wish to supply issues of its previous books and publications from unsold stock to its Exchange Partners, even if these were not previously part of an Exchange Agreement.
- 3.7 For libraries with limited funds to pay for journal subscriptions and books, Publication Exchanges may provide the most economic way to obtain new material.
- 3.8 Some organisations already send out many more journals for exchange than they get back, because they believe it is important to spread information as widely as possible. However, rising postal costs could limit these exchanges in the future. To mitigate the costs of postal delivery, organisations can consider:
 - 3.8.1 Putting journals online immediately and batching paper deliveries annually.
 - 3.8.2 Arranging exchange transfers at suitable international meetings or visits.
 - 3.8.3 Focussing their exchanges within the same Continent, or with organisations that use the same language.
- 3.9 Most publication exchanges within each Country do not need to be known internationally, but local exchange processes that are similar to these international processes could be utilised. To assist this, a suitable spreadsheet format to list local caving publication titles and record local journal exchanges can be provided by Michele Sivelli.