

Collaborative State De-duping

February 2013 (approved by Depository Governing Directors)

Regional Depositories Print Serials De-duping Guidelines

The following are the founding guidelines for all of the regional depositories de-duping process with the exception of the Ohio State University (see note).

1. That one print copy of the fullest run of each serial title will be maintained. The full run may be segmented and housed at one or more depositories.
2. That the retained copy will be counted as a local holding by all depositing libraries who owned a copy that was de-duped.
3. That the retained volumes will be coded in such a way as to identify each volume as a de-duped retained copy.
4. That a retention statement that meets national standards will be included on OCLC records for each retained journal title.
5. That the retained volumes will circulate via PCIRC with the same loan period as books (3 weeks for non-faculty, 6 weeks for faculty, 6 renewals).
6. That the volumes of the retained copy or copies will circulate on regular ILL to non-OhioLINK libraries.

NOTE: Any of the libraries may make decisions informed by participation in other repository or preservation programs.

De-Duping Procedures

1. Depositories will de-dup one title at a time.
2. The managers listserv depmanagers@lists.ohiolink.edu and the shared Google Docs spreadsheet will be the main communication links. The shared Google spreadsheet displays the holdings for each library, designating each piece as either a keeper or a discard.
3. Track statistics for time, volumes kept and discarded, and space reclaimed. Record statistics on this shared Google document: [Elsevier De-Duplication Statistics](#)

Keepers

1. Longest, most complete run collated from all available volumes across the depositories.
2. Coded Yellow on spreadsheet.
3. Verify keeper copies to the issue level.
4. Seek replacement for any damaged or incomplete pieces (use managers list for communicating with other depositories).
 - i. The Google spreadsheet should be kept current; the depository filling a substitution request is responsible for updating the shared Google spreadsheet (color code the background in yellow for your vol., and reset the problematic volume background to clear).
 - ii. When retaining an incomplete or damaged volume because there is no alternative, add a note to volume enumeration so the problem is readily apparent – at a later date, another library may be able to send a complete volume to replace a problematic volume.
5. Sort summary record in an ascending order:
 - i. The bib must be suppressed (either while doing the sorting or when done arranging) and then unsuppressed so that changes show at the central catalog.
 - ii. Items must be manually re-sorted (hitting the volume column header to sort does not create a saved sort.)
 - iii. Reordering the summary records benefits our OhioLINK patrons and makes life easier for our libraries to check for duplication before they send new volumes.
6. Record number of keeper copies and time spent on keeper procedures. (See link above.)
7. Once the keeper run has been verified and coded, the title is considered “done”, and work on the next title can begin.

See detailed coding instructions at end of document.

Withdraws:

Once a title is done, each depository can withdraw their non-keeper copies at their discretion. If you are an OHDEP library, and you withdraw all volumes for your depository for that title, then send an email to Anita noting the title and OCLC # so that this title can be deleted from the depository holdings on OCLC. If all OHDEP libraries withdraw all volumes from a title and the title no longer has holdings, then email Anita who will have the following done:

1. Change the bib record into a “tombstone” record with a location of “tomb” and suppress from the Central Catalog.
2. Create a LHR with the following fields.
 - a. 852 a|depository designation(odne, odsw, odnw) |b name of library x|date of withdraw --- this represents the library that in OHDEP that is withdrawing all its volumes (could be multiple 852's)
 - b. 863 a|volumes kept |i years kept |x depository designation and library ---this represents the keeper volumes and locations (could be multiple 863's)

See OHDEP sample record: .b10204611

3. Delete the title from OCLC.

Discards – these items are duplicates of the state-shared keeper copy and are not needed to fill any gaps in the keeper runs or replace damaged or incomplete volumes.

- Discarding duplicate, non-keeper copies is done at each depository as it works best into their workflow. There is no monitoring of the discard process – titles are considered done when the keeper run is established.
- Pull designated discards from storage collection, update/delete catalog item records (according to library policy) and discard.
- NOTE: OHDEP staff - if all item records on a bib summary are discarded, do not delete the bib. Notify Anita so she can update OCLC. She will then remove the bib from OHDEP.

Ongoing maintenance of de-duped titles:

When new items are received that extend an existing keeper run, check to make sure the new items are not duplicating items already in another depository, and code items as state keepers. (See instructions above).

Coding Keepers:

OHDEP Keepers

1. Edit Bib
 - a. Click on “Insert”
 - b. Choose tag–j, type “946”, tab and type “State De-Duped Title”
 - c. Insert data in the 583 field of the Local Holdings Record:
 - i. Subfield a: enter “committed to retain”
 - ii. Subfield c: enter date the 583 was created formatted as yyyyymmdd
 - iii. Subfield d: enter the retain to date: “June 30, 2036”
 - iv. Subfield f: enter “OhioLINK”
 - v. Subfield i: enter “completeness reviewed”
 - vi. Subfield z: enter here any volumes/issues that are missing (example: Lacking V.2, Issue 3)

Example: 583|acommitted to retain|c20130416|dJune 30, 2036|fOhioLINK|icompleteness reviewed

2. LOCATION field
 - a. Odned– Northeast Depository
 - b. Odnwd- Northwest Depository
 - c. Odswd- Southwest Depository
3. ITYPE field – 12
4. Item status field – “-” (dash for available)
5. Insert internal note field:
 - a. In body of item record, type an “x” and hit tab.
 - b. Insert phrase: Depository shared copy
6. If needed, update volume enumeration line. Ex. If piece is missing or has damaged issues/pages:
 - a. v.4(1944) [lacking v.4:no.3(1944)]
7. Save changes to item record
8. Check central catalog to make sure that all is displaying as spreadsheet dictates

Non-OHDEP Keepers

1. Edit Bib (at Depository or home library)
 - a. Click on “Insert”
 - b. Choose tag–j, type “946”, tab and type “State De-Duped Title”
 - c. Insert data in the 583 field of the Local Holdings Record:
 - i. Subfield a: enter “committed to retain”
 - ii. Subfield c: enter date the 583 was created formatted as yyyyymmdd
 - iii. Subfield d: enter the retain to date: “June 30, 2036”
 - iv. Subfield f: enter “OhioLINK”
 - v. Subfield i: enter “completeness reviewed”
 - vi. Subfield z: enter here any volumes/issues that are missing (example: Lacking V.2, Issue 3)

Example: 583|acommitted to retain|c20130416|dJune 30, 2036|fOhioLINK|icompleteness reviewed

2. LOCATION field
 - a. Odced– Displays: Central Ohio Depository
 - b. Odsed– Displays: Southeast Depository
 - c. Odswd– Displays: Southwest Depository
3. ITYPE field – use owning library item type for circulating journals/serials
4. Item status field – “-” (dash for available)
5. Insert internal note field:
 - a. In body of item record: type an “x” and hit tab.
 - b. Insert phrase: Depository shared copy
6. If needed, update volume enumeration line. Ex: If piece is missing or has damaged issues/pages.
 - a. v.4(1944) [lacking v.4:no.3(1944)]
7. Save changes to item record
8. Check central catalog to make sure that all is displaying as