

Shipments:

1. Transporting material to the Depository is the responsibility of the owning library.
2. Need to check for duplicates:
 - a. We are only keeping one copy of any specific journal/serial volume across the five depositories.
 - b. The following shows the location wording that represents the depositories. (Some schools have storage options beyond the depositories, but you are only checking for depository holdings):

Ohio Depository: UA, KSU, CSU, YSU, NEOMED, Toledo, Bowling Green, and Wright State University)

Central State University as SW Depository

Miami University as SW Depository

University of Cincinnati as SW Depository

Ohio State University as OSU Book Depository

Ohio University as Athens Library Annex

State shared copies of de-duped titles are shown as:

Northeast Depository

Northwest Depository

Southwest Depository

Southeast Depository

Central Ohio Depository

***IMPORTANT NOTE – Recent change in the guidelines:**

ELSEVIER titles:

On August 30, 2012, the Depository Governing Council decided:

1. **We are only keeping one copy in the depositories**
2. **Ohio State is not participating in the Elsevier depository de-duping project as they have committed to the CIC project. This means that you do not look at their holdings for any Elsevier title. They do not count as a depository volume.**

3. Packing instructions:
 - a. If the items you are shipping are going to be transferred to the OHDEP shared depository catalog, **please do not have them delivered to our facility until the OHDEP transfer has been completed.**
 - b. If you are sending a mixed shipment (meaning OHDEP material and items that are being retained in your catalog and not being transferred to OHDEP), please do not pack these materials together.

- i. Clearly mark each box as to whether it is **OHDEP** or retained in your catalog (University of Akron - **ADEP**; Cleveland – **CDEP**; Kent – **KDEP**; Youngstown – **YDEP**; and NEOMED – **NDEP**).
 - ii. For ease in separating the packed boxes, we ask that you use colored paper for the labels when the material inside is being retained in your catalog).
 - c. Measure each item after you have completed the computer processes necessary for relocation to the Depository.
 - i. We have six shelf sizes: 9", 10", 12", 15", 18", and 22". If you no longer have rulers that show each size group, please let us know and we will try to send you new ones.
 - ii. The rulers we use are 18"; anything larger than the 18" ruler will need to be sized as a 22").
 - d. Please mark the outside of the box with the size of the contents.
 - i. Only pack one size in a box
 - ii. Example, only books measuring 9" should be placed in a box that you label as being 9"
 - e. If your item touches one of the marked lines on the ruler, that item gets boxed with the next larger size group.
 - f. Pack media in their own box/boxes (not with printed material) as we shelve those items separately. You do not need to measure media when boxing it for shipment.
 - g. Monographs and periodicals/serials can be boxed together (size is the determining factor).