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**Ohio Library and
Information Network**

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OhioLINK Print Archiving Report

The Ohio Library and Information Network (OhioLINK) is a consortium of 89 academic institutions and the State Library of Ohio. Part of OhioLINK's responsibilities is overseeing five regional depositories that support the print and media archiving of the collections of our 13 state supported universities. Three of these five depositories are shared facilities among multiple universities while two are supporting just a single university.

The directors of the 13 state supported universities make up the Regional Depositories Governing Council. This council serves as an oversight body of the five depositories and sets policies and approves guidelines for preserving print and media collections. In the past year, the Regional Depositories Governing Council has been discussing policies related to preserving print collections. Also, the depositories are involved in an ongoing de-duplication effort to reduce the amount of duplication among the serial collections in the depositories. These efforts are discussed below.

Preservation Policy for Serials

In May, 2011, the Regional Depositories Governing Council approved a *Preservation Policy for Serials Contained in the Ohio Regional Library Depositories*. This policy established Standards and Guidelines for maintaining serial titles among the five depositories and is used to guide the de-duplication process. Specifically, it states that a minimum of two copies of each serial title will be maintained, if two are available. The two most complete runs of the serial title will be kept in two separate depositories. One copy will remain as a "dark" copy for archival purposes while the other copy will be allowed to circulate. All other copies of this serial title will be withdrawn.

Other guidelines in the policy set standards for training depository staff in preservation activities and standards for storing the materials in optimum conditions.

Duplication efforts have not yet been extended to monographs. The Regional Depositories Governing Council would first need to set guidelines on how many copies should be maintained in the state and established a preservation policy that addresses monographs.

De-Duplication Efforts in OhioLINK

OhioLINK has completed two pilot projects in which we have honed our procedures and established guidelines and standards for de-duplicating serial titles. We have also created a shared catalog system that represents the holdings of the two of shared depositories and one library of the third shared depository.

OhioLINK is in the process of creating an ongoing process for de-duplicating serial titles in the five regional depositories. We are fine tuning and testing our documentation and expect to begin this new process sometime this summer.

Questions?

If you have questions or comments concerning this report, please contact Anita Cook, anita@ohiolink.edu, 614-485-6753.