OhioLINK
Ohio's Academic Library Consortium

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OhioLINK Print Archiving Report

The Ohio Library and Information Network (OhioLINK) is a consortium of 90 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. The depositories are involved in an ongoing de-duplication effort to reduce the amount of duplication among the serial collections in the depositories. This includes participating in OCLC's Shared Print Management Program as part of the de-duplication project. These efforts are discussed below.

De-Duplication Efforts in OhioLINK

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

Since we maintain a full electronic back file of Elsevier titles, it was decided by the Regional Depositories Governing Council that we would de-duplicate four of the five depositories of their Elsevier titles. The fifth depository is maintained by Ohio State University which is participating in the CIC de-duplication project for Elsevier and thus is not participating in the OhioLINK project. Guidelines for de-duplication were established by the Regional Depositories Governing Council.

https://www.ohiolink.edu/files/documents/DeduplicationAgreement.pdf

Chief among these guidelines was the recommendation to keep only one print copy among the four depositories of each Elsevier title.

To gain more space more quickly, it was decided to focus first on the Elsevier titles with the most duplicate volumes held in the depositories. Searches were performed against the OhioLINK Library Catalog and the Ohio Depository library catalog to determine these titles. De-duplication procedures which had been honed with the first two pilot projects were further refined as we started the project.

Each Elsevier title is added to a Google Doc spreadsheet indicating the volumes held by each depository. A "keeper" run is identified as the being the run that is the most complete. This run may be held in a single depository or may occur across multiple depositories. Once the keeper run is identified, the depository staff pull each volume off the shelf and verify completeness. Once completeness is verified, the volumes are coded to reflect that this title has been de-duped and volumes are the keeper copies. This information is reflected in OhioLINK's central Library Catalog. Once the keeper run has been correctly coded, then depository staff are free to withdraw the non-keeper copies from their stacks.

So far, 93 titles have been de-duped resulting in 5,454 linear feet being freed in the four depositories

OCLC Shared Print Management Program Participation

As noted, the OhioLINK Regional Depositories Governing Council elected to start participating in the OCLC Shared Print Management Program beginning with the de-duplication of the Elsevier titles. As we identify keeper copies and code the titles, we are entering a retention statement in the 583 field of the Local Holding Record (LHR). This retention statement indicates OhioLINK's intent to maintain a print copy of this Elsevier title until June 30, 2036. Once these LHRs are coded, OhioLINK will batch load these records into OCLC for record keeping.

Print Management Position

OhioLINK is currently recruiting for a Manager of Shared Resources and Print Policy whose principle duty will be working with the five regional depositories on print management issues. If you are interested in this position it is posted here: https://www.jobsatosu.com/postings/54713

Questions?

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