



**Ohio Library and
Information Network**

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Recommendation on Procedures for De-Duplicating Elsevier Titles

1. All depository libraries (except Ohio State University), whether in the OHDEP catalog or not will participate from the beginning of the process.
2. The process will continue one title at a time where all processes are completed on the selected title before moving on to the next title.
3. Holdings will be gathered one title at a time and keeper volumes and discard volumes identified on a Google spreadsheet.
4. Depository staff will verify holdings for keeper volumes and indicate if their holdings are complete. If not complete, substitutions of keeper volumes will be identified and indicated on the Google spreadsheet.
5. Once the keeper volumes are finalized, keeper volumes are coded appropriately.
6. Discard volumes are then withdrawn.
7. Statistics on the whole process are maintained using the standard input form.