



**Ohio Library and
Information Network**

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Policy for handling new journal volumes sent to a depository

Libraries that contribute journal volumes to their depositories should first check the Central Catalog for the total number of copies held state-wide in all depositories. If two copies are already held state-wide in a depository, do not send the volumes to the depositories for storage, but keep locally or recycle.

Exception – Elsevier Titles

This policy does not apply to Elsevier titles. The decision was made to only keep one state-wide copy of Elsevier titles in the following four depositories (Northeast, Northwest, Southeast and Southwest). The Central Depository will be storing its Elsevier volumes in a CIC depository at Indiana University and thus will not participate in this project. Check the Central Catalog for the number of copies held in the four state-wide depositories, and do not send to a depository if one copy already is held within the four participating depositories.