

Preservation Policy for Serials
Contained in the
Ohio Regional Library Depositories

Philosophy

The collections of the Ohio Regional Library Depositories, in addition to their intellectual value, represent an enormous economic investment. The Ohio Regional Depositories are committed to providing a comprehensive preservation program for these collections which encompasses a system of plans, policies, procedures, and resources required to properly care for and prolong the life of these collections for the use of the educational and research community. The Ohio Regional Library Depositories will attempt to follow national depository preservation standards and will participate in appropriate, regional and national, collaborative depository programs.

Definition

“Preservation” is the set of actions taken to prevent, stop, or retard deterioration of library materials through the management of: storage environment; housing materials and techniques; security; handling practices; as well as through user and staff education.

Standards and Guidelines

1. Maintain one copy of the longest run of each serial title across all five depositories. The most complete run may be stored in one or more depositories. The retained copy should be verified by checking each item on the shelf to ascertain that it is in good condition and available on the shelf at the designated depository. This copy shall be a circulating copy on PCIRC and also be allowed to circulate on Interlibrary Loan outside of Ohio
2. Depository staff should be trained to handle all serial copies using an appropriate scanner that does not bend the spine or cause any physical damage. At risk materials in fragile condition should not be scanned or circulated, but access could be provided on site or by special arrangement to the end user.
3. Stored materials should be maintained as follows:
 - Temperature ranges between 55F and 65F, moderated seasonally;
 - Relative humidity ranges between 30% and 50%; moderated seasonally;
 - Shelving, lighting, physical security, fire protection, and integrated pest management routines that follow Depository practices;
 - Routine training for handling of materials; and
 - Augmented and up-to-date business continuity and disaster control routines.
4. In optimal conditions and if possible with current staffing levels, materials which circulate or are used in-house should be checked for condition and completeness before re-shelving and set aside for preservation action if they are damaged. If the volume can be repaired, such as needing rebinding, work with one of the contributing libraries to repair the piece. If the volume is beyond repair and if a copy of this

volume exists in a contributing library consider transferring this copy to the depository to act as a replacement for the damaged copy. If no copy exists outside the depository, rely on another archive (such as the Center for Research Libraries or similar national print or electronic archive) for access.

Review and Revisions

This document shall be reviewed on an annual basis and revisions will be approved by the Regional Depositories Governing Council