

Depository De-duping Process

Depository staff will pull the volumes that have been designated as the "items of record" from the compiled lists provided by the NEOUCOM Systems staff (see [Getting Started](#) for details on this list).

The volumes will be checked for condition (strong binding, wear and tear, etc).

A cursory check will be performed to confirm that each volume contains everything indicated on its corresponding item.

Actions taken for the LIBRARY OF RECORD item and checkin records

The "items of record" will be added to the Library of Record's bibliographic record.

- If necessary, Depository barcodes will be revised on the items of record,
 - If the item of record has a Depository barcode on it, and the item itself has no barcode label, then the * in the item record barcode will be replaced with a -
 - Barcode labels will be printed for those volumes that need Depository barcode labels affixed to them.
- The volume statements in the "items of record" will be verified against the volume numbers printed on the spines of journal.
- The location in these item records will be 'depne.'
- Depository staff will, based on the wishes of each library, perform one of the following actions on any remaining Depository item records that remain in the Summary of Records in the Library of Record INNOPAC.
 - a. Delete QR
 - b. Suppress
 - Suppression level will also be at the discretion of each local library.
 - At the very least, suppression level will be 'z'.
- Based on the wishes of each library, these suppressed Depository items will have their original local barcodes deleted from the item records.
 - a. The local barcodes are totally meaningless.
 - b. Because a library was "chosen" as the "Library of Record" does not mean that any particular item that library originally owned is the "item of record."

A Depository checkin record will be added to the bibliographic record for the journal title.

- The location on the checkin record will be 'depne.'
- This checkin record will cite the inclusive holdings of the title in the Depository.
 - Note: As additional Depository volumes are added to this Library of Record title, the checkin record's LIB HAS statement will be updated to reflect the addition.

Actions taken in the INNOPACs of other libraries that have volumes in the Depository, but are NOT the Library of Record.

When the entire journal run is completed on the Library of Record bib, Depository staff will proceed to pull the remaining volumes for the title that reside in the Depository from the shelves.

- Any volumes from the original set of designated items of record that need replacement will be replaced by items in these remaining volumes, if possible.
- Depository staff will login to the INNOPAC(s) of the non-Library of Record" library(ies).
 - Based on the wishes of each library, items that have a location of "Depository" in these local INNOPACs will be

- a. Deleted OR
- b. Suppressed
 - Suppression level will also be at the discretion of each local library.
 - At the very least, suppression level will be 'z'.
- o Based on the wishes of each library, these suppressed Depository items will have their original local barcodes deleted from the item records.
 - a. The local barcodes are totally meaningless.
 - b. Because a library was "chosen" as the "Library of Record" does not mean that any particular item that library originally owned is the "item of record."
- o It is also recommended that the location codes in these "old item records" be changed to 'depne'.
 - a. This will be a clue to local staff that representation of this volume in the local collection now resides in the Depository.
 - b. If the local site is keeping old item records for statistical purposes, then this code will help identify all of those items that are now part of the shared collection in the Depository.

When all item records have been deleted/modified as designated by the local libraries, Depository staff will add a Depository checkin record to the record.

- The checkin record will have a location code of 'depne'.
- There will be no LIB HAS statement in this checkin record.
- An 856 field will be added to the record in the form of a link to the OhioLINK Central catalog, and it will have information on shared holdings for the user to view. See [Items and Holdings in the Local INNOPACs](#) for complete information on the text and linking information that will be provided with this 856 field.

After De-duping is complete...

The Depository staff will notify NEOUCOM Systems that a journal title has been completely processed.

A list will be placed on the Depository Journals Project webpage that will list all of the titles that have been done, the OCLC numbers of those titles, and the Library of Record for each title.