

On-going Maintenance after De-duping ...

When a title/volume is being considered for removal from the local library to be sent to the Depository, look at the checkin record(s) in your local INNOPAC.

If there is a Depository checkin record attached to your bib, then you have previously submitted volumes for that title to the Depository.

The Depository checkin record will provide information that will either let you know your library IS the Library of Record, or there will be a link that will take you to the Depository information in the OhioLINK Central Catalog.

There will also be a list of de-duped journals at NEOUCOM: Depository Journals webpage <http://www.neoucom.edu/library/DepoJrnls/index.htm> that will assist you in your decision making.

If you do not have a Depository checkin record in your local INNOPAC, but the title exists in the Depository, send the journal title and OCLC no. to the Depository and Depository staff will create a checkin record for your INNOPAC based on the established standards for these records. Use the [Flyer for new journal volumes](#) to perform this notification; *clearly indicate that your INNOPAC needs a Depository checkin record for the title.* (See next item: If the volume you have is not yet at the Depository send the volume, also.)

If title is not in the Depository yet, send your volume to the Depository along with the [Flyer for new journal volumes](#) appropriately completed. Since your contribution is the first for this title at the Depository, your library will automatically become the Library of Record.

If the title is in the Depository, but the volume has not been added to the Library of Record bib, then send the volume to the Depository along with the [Flyer for new journal volumes](#) appropriately completed.

If the volume is already in the Depository, discard the volume you intended to move from your local collection to the Depository.

At the local library's discretion, the local checkin record may be updated to reflect the actual volumes remaining in the local library.

At the local library's discretion, the item record for the volume in question may be deleted from your local INNOPAC, or it should be suppressed from OhioLINK Central and preferably from your local users (locally, the suppression code should be an 's').

If you keep the old item record, the local barcode number should also be removed from this item record as it is absolutely meaningless and may only serve as a point of confusion.

The local library is responsible for maintaining local records once a title has been formally de-duped at the Depository.

After formal de-duping is completed on a Depository journal title, **Depository staff will only be responsible for maintaining the item records and checkin records that exist for Depository holdings in the local INNOPAC of the Library of Record.** They will also assist the local libraries who previously had no volumes in the Depository by creating a Depository checkin record in that library's INNOPAC and adding the appropriate 856 field information to that record.