

GETTING STARTED

Finding and Organizing the Duplicate Journals/Volumes

Each of the libraries that contribute materials to the NE Regional Depository were asked to submit to NEOUCOM Systems a list of journal items currently in the Depository. These lists included the following information:

- Title of journal (based on 245 field in the bibliographic record)
- The OCLC number of the bibliographic record used
- The volume statement from the item record
- The barcode number(s) on the item record
- The location on the item record

Most item records now have 2 barcode numbers

- the first is the Depository barcode number: AJ0312-10D005
- the second is the original barcode number assigned by the local library: 30000000155275

Each list is sorted by OCLC number then volume number. Lists were merged into 11 separate lists, the first list beginning with OCLC #1 and the last list ending with OCLC #nnnnnnnn.

Each title is reviewed. The decision to maintain particular volumes to create "items of record" and finally to decide the "Library of Record" is generally based on the following guidelines

1. Which library has the most volumes in the Depository
2. Do the volumes have a Depository barcode number
 - a. permanently assigned to the volumes
 - b. added to the item record but not yet linked to the particular volume
3. The completeness of each specific volume (i.e., are issues and/or pages missing?); this information is frequently cited in the volume statement
4. The binding pattern (e.g., v.1 bound independently, or v.1-2 bound together); the binding pattern frequently varies from library to library. The "cleanest" set of depository volumes is selected.

A title is then separated in several lists

1. The list of volumes that will create a complete run, with volumes bound separately, if possible (i.e., v.1 , v.2, v.3, etc.)
2. Additional lists of volumes that will be discarded, sorted by Depository barcode within location

These journal titles are submitted to the Depository and Depository staff begins the "pulling and de-duping" process.