

April 6, 2007

TO: Martha Ramirez, Chair
Ivy Anderson
Chuck Eckman
Cindy Shelton
Colleen Carlton
Scott Miller

FROM: Lucia Snowhill, CDC Chair

CDC Task Force on RLF Duplication
Charge, Phase II

In its December 15, 2006 report to CDC, the CDC Task Force on De-Duplication addressed whether any policy changes should be proposed to restrict the nature of ongoing deposits to the RLFs. Since the original charge was issued, SOPAG posed a further question to the task force about intended duplication, and the task force itself recommended that a CDC task force conduct a further and broader review of the SLP report "Reducing Duplication and Enhancing Research Value at UC Regional Library Facilities: Recommendations" to assist us with future planning and collaboration related to collections in the RLFs. CDC determined that the original task force is best suited to continue the analysis of the SLP report.

In this second phase, the task force is charged to review all of the recommendations of the SLP report to identify issues for CDC's consideration in contributing to planning for collaboration and shared collections, and to make recommendations on dealing with the specific issues identified. The task force should include in its report:

- Principles and guidelines/criteria for allowing intended/planned duplication between the RLFs;
- Issues related to intentional and unintentional duplication at the RLFs;
- Recommendations for CDC's role in planning for the integration of shared digital and shared print collections in the RLFs;
- Criteria for identifying de-duplication opportunities that arise from mass digitization projects;
- A mechanism for CDC's continuing monitoring/examination of policies and procedures related to RLF de-duplication.
- Issues and impact of the RLF persistence policy on local and shared collection management and access, such as lost/damaged shared copies.
- Recommended methods or procedures for recording and maintaining statistics of de-duplicated RLF volumes and duplication avoidance.

The task force is asked to provide an interim report that specifically addresses SOPAG's further charge on providing principles and guidelines for having intended duplication and issues related to intentional/unintentional duplication.

Please submit the interim report by August 15, and the final more comprehensive report by September 30.

