

**UNIVERSITY OF CALIFORNIA
SHARED LIBRARY FACILITIES BOARD
Non-duplication of NRLF and SRLF Holdings Policy
Approved by the SLF Board June 16, 2010**

The University Librarians endorsed an expanded non-duplication policy for the NRLF and SRLF circulating collections at their meeting on June 16, 2010 that permits only one RLF to hold a circulating copy of any title.

The non-duplication policy, effective July 1, 2010, requires that campuses check both NRLF and SRLF holdings to eliminate duplicates before sending their deposits to an RLF.

Two resources for checking for duplication:

1. RLF Tool: Developed at UC Berkeley, this tool uses OCLC numbers and queries OCLC to see if holdings have been set for NRLF and SRLF. Follow these [self-service instructions](#) to check for duplicates between your collection and those of the RLFs.
2. [Instructions](#) for searching Melvyl: Search Melvyl to determine eligibility for deposit before sending any materials to an RLF.

If duplicate copies are found during RLF processing, the duplicated material will be rejected and returned to the depositing campus.

The NRLF and SRLF Processing Managers are available to advise you on best practices for screening deposits. If you have questions about NGM, Millennium, or Voyager searching please contact the processing managers:

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Tin Tran for SRLF and Voyager (tintran@library.ucla.edu)