LHRs and RLFs. Appendix B.

I. Guidelines

A. Campuses should submit LHRs for all materials deposited at the RLFs for which they have holdings set in WorldCat.

1. Campus LHRs for circulating and Shared Print materials at the RLFs should be coded to deflect ILL requests. This means: 008/20-21 should have value 'bb'. If detailed information regarding volumes deposited by a particular campus is included in these LHRs, it is desirable that the location display text indicate that additional volumes may be available at the RLF (as other volumes may have been deposited by the RLF by other campuses).

2. Campus LHRs for special collections materials at the RLFs should be coded to accept ILL requests (assuming that Special Collections normally accepts ILL requests). This means 008/20-21 should have value 'aa' ('uu' is also acceptable). Include summary holdings information in LHRs for special collections serials at the RLF.

B. RLFs should submit LHRs for circulating materials and for Shared Print materials but not for special collections materials deposited by campuses.

1. RLFs should submit LHRs for circulating materials (coded to accept both loan and copy requests; 008/20-21 have value 'aa'; 'uu' is also acceptable) and for Shared Print materials (coded to accept copy requests only; 008/20-21 have value 'ba' or 'bu'). Include summary holdings information in LHRs for serials.

2. RLFs should not submit LHRs (or set holdings during reclamation) for special collections materials deposited at the RLFs.

C. The display text for RLF locations, whether the location is in a campus LHR or in an RLF LHR, should indicate clearly that the material is at an RLF.

II. Assumptions underlying the Guidelines

A. ILL (OCLC Resource Sharing) and AQ (Availability Query; the replacement for Melvyl Request)

1. ILL (OCLC Resource Sharing) requests for circulating materials at the RLFs should be directed to the RLFs rather than to the depositing campuses.

2. ILL (OCLC Resource Sharing) *copy* requests for Shared Print journals should be directed to the RLFs; ILL *loan* requests for these materials will not be filled.

3. ILL (OCLC Resource Sharing) requests for special collections and any other non-circulating materials at the RLFs should be directed to the depositing campuses rather than to the RLFs.

4. AQ (Availability Query; the replacement for Melvyl Request) requests for circulating materials at the RLFs should be directed to the RLFs rather than to the depositing campuses.

5. AQ (Availability Query; the replacement for Melvyl Request) requests for Shared Print journals should be directed to the RLFs rather than to the depositing campuses (if any).

6. AQ (Availability Query; the replacement for Melvyl Request) requests for special collections and any other non-circulating materials at the RLFs should be directed to the depositing campuses rather than to the RLFs.

7. Summary holdings information needs to be included in any LHR for a serial at a location that accepts either ILL or AQ requests, in order that ILL/resource sharing receives fewer requests for volumes not owned, and so that the AQ function can determine where to route a request.

8. The coding of the 008/20-21 does not affect AQ; it affects OCLC Resource Sharing requests.

B. NGM Display

1. Our users need to know which materials are immediately available to them at their location (e.g., which materials are on-campus) and which materials may be not be immediately available (e.g., are at an RLF).

2. Our users do not need to know exactly which volumes of a serial a campus has deposited at an RLF; instead they need to know what volumes are available at an RLF, whether deposited by their home campus or not. If campuses wish to include information in their LHRs regarding which volumes they have deposited it is important to avoid misleading information (e.g., stating that just a few volumes have been deposited by a campus although an entire run is available at the RLF).