

## Guidelines for Identifying Non-persistent Materials Among Existing RLF Deposits

Revised April 20, 2006

The following guidelines do not apply to Special Collections, which are exempt from the persistence policy.

A non-persistent title is one that the owning library does not wish to make perpetually accessible to other UC libraries.

During the nine-month window **starting April 6, 2006 and concluding January 6, 2007**, the campuses will be asked to identify any of their materials among those already on deposit at the RLFs that they wish to declare non-persistent. *Beginning September 1, 2006, all new deposits to the RLFs will be persistent (except those that are part of a title declared non-persistent during the nine-month window and those new deposits that are special collections).*

Campuses are encouraged to apply the non-persistent status judiciously.

**Campus Responsibilities for Identifying Non-persistent Materials:** Each campus will be responsible for providing its RLF with specific information regarding the titles they wish to be designated “non-persistent.”

**For large groups of material:** A general description of the group (e.g., by call number range, format type, circulation status, and/or owning library). For these groups of materials, campuses should work directly with the RLF director or operations manager to provide the information or specifications required to identify the individual records in Gladis or Voyager. If possible, the information will be used to automatically collect the records in Voyager or Gladis and update them as non-persistent.

**For individual titles:** An Excel spreadsheet containing the following information:

- Voyager (southern UCs) or Gladis (northern UCs) bibliographic record number
- title from the 245 field or call number
- owning library
- preferred circulation status (circulating/unrestricted; building use only; non-circulating)

**Example:**

<b>Gladis/Voyager Record Number</b>	<b>Title or Call Number</b>	<b>Owning Library</b>	<b>Circulation status (C, B, N)</b>
1650678	Histoire du commerce et de la navigation	UCLA/YRL	Building Use
3848759	Journal of British music therapy	UCLA/Music	Building Use
16897282E	DK1.B94	UCB/Main	Building Use
16869305A	Horizon	UCB/Envi	Building Use