SOPAG Shared Print in Place Task Force Report

Appendices: Policies

March 22, 2011

Contents

1a. Adopt the Shared Print in Place Policy for Prospective Collections

Recommendation

The Task Force recommends that SOPAG and the Council of University Librarians endorse the Shared Print in Place Policy for Prospective Collections. This policy extends the "persistence policy" to resources that are prospectively acquired as shared resources and held in full-service libraries.

Related Recommendations

The policy points to the Common Access Policy, as well as the bibliographic and acquisitions service standards for shared print resources. The recommendation is to endorse the overarching Shared Print in Place Policy for Prospective Collections now. If any revisions are needed to the other policies and standards of practice, they can be made independently, on a separate but near-term timeline.

Review process completed

This policy was originally written by the current Chair of the Collection Development Committee in collaboration with members of the CDL Shared Print Steering Task Force (SPSTF). It has been extensively reviewed, vetted and endorsed by CDC and the RLFs along with the other policy recommendations. CDC and the RLFs have formally endorsed it. Subsequent to that endorsement, the SOPAG Shared Print in Place Task Force (SOPAG SPIP TF) made minor revisions to extend the policy beyond print monographs to additional print material types (e.g. journals), keeping the focus on prospective collections.

Next Steps and Timeline

April 2011   SOPAG review, endorse and submit to the Council of University Librarians

May 2011   Council of University Librarians review and endorse

Shared Print in Place Policy for Prospective Collections

February 8, 2011

This policy has been crafted to align with the overarching goals for Shared Print collections:

- To facilitate the development of more comprehensive and diverse research collections available to library users through efficient collaborative methods for the prospective acquisition of research resources.
- To offer incremental economies to participating libraries through space savings and other cost avoidances.
- To begin to create long-term opportunities for the re-allocation of library space to meet existing demands for current and retrospective collections and support new, transformative uses.
- To preserve the scholarly printed record, where print remains the archival medium of choice, at the lowest possible unit cost.

This policy governs the management of shared print collections that are prospectively acquired and held in full-service libraries. The policy shall apply consistently across libraries and regardless of whether or not there is a digital or other version available.

Changes to this policy are made by CDL Shared Print in consultation with the Collection Development Committee (CDC).

The level of effort to manage shared collections, wherever they are located, should be comparable to the level of effort applied to individually-managed collections.

If a library agrees to house all or part of a shared print collection, the following principles shall apply:

1. Because the materials are collaboratively selected, agreed upon and designated as a Shared Print collection for the benefit of the system, and because campuses make collection development decisions based on the presence of the shared collection, ownership is shared among the participating institutions.

2. The library may not withdraw an item from a shared collection for any reason.

3. All items in a shared collection shall be physically marked to indicate that they are part of a shared collection.

4. All materials in a shared collection shall be so identified in bibliographic records according to the Bibliographic Service Standards for Shared Print**.**

5. The library shall be responsible for preservation treatments, replacement and maintenance of materials in a shared collection according to existing policy for such actions.

6. The library shall be responsible for maintenance of the bibliographic records for materials in a shared collection according to the Bibliographic Service Standards for Shared Print**.**

7. Materials in a shared collection may be integrated into the library's general collection.

8. Materials in a shared collection shall circulate and shall be loaned in accordance with provisions of the Common Access Policy for Shared Print**.**

9. Participating institutions shall consider shared print titles held at a library as equivalent to the same titles held at a storage facility (e.g. Regional Library Facility) for purposes of avoiding unintentional duplicate ordering.

10. If a shared print copy is held at a library, deposit of duplicate copies in a storage facility (e.g. Regional Library Facility) is not permitted. In order to facilitate implementation of this policy, depositing libraries must search for Shared Print in Place holdings in union catalogs (e.g. Next Generation Melvyl) prior to making deposits.

If a library should decide to transfer the shared materials held on site to a storage facility (e.g. Regional Storage Facility), the following principles shall apply:

1. The materials shall be governed by the *Persistent Deposits in UC Regional Library Facilities* (February 20, 2006) policy, once deposited.

2. Shared collections shall not be considered duplicates under the provisions of Section 2.1 of the *Regional Library Facilities Statement of Operating Principles* (November 27, 2006). [http://www.srlf.ucla.edu/Deposit/OpPrinciples/RLFopPrinciples.pdf]

    Rather, shared collections shall be considered part of "an approved UC Libraries collection management plan for selective systemwide retention of duplicate copies."

3. Ingest of shared collections shall take priority over ingest of campus deposits of general collections under the provisions of Section 2.5 of the *Regional Library Facilities Statement of Operating Principles* (November 27, 2006). [http://www.srlf.ucla.edu/Deposit/OpPrinciples/RLFopPrinciples.pdf]

4. In accordance with the provisions of Section 4 of the *Procedures for Annual Management of Deposits to the UC Regional Library Facilities* (November 8, 2006), [http://libraries.universityofcalifornia.edu/planning/SLFB_deposit_management_final.pdf] deposits of shared collections shall not count against the library's annual allocation, unless the library agrees to use part of its annual allocation for the shared collection. The library shall bear the costs for deposit of the shared collection in accordance with provision 4 for shared collections.

5. Shared collections deposited in a storage facility shall circulate and shall be loaned from the facility in accordance with the provisions of the Common Access Policy for Shared Print**.**

6. The library shall continue to be responsible for preservation and bibliographic record maintenance for all items in the shared collection.

7. If a shared print copy is found to be not shelf-worthy at the time of deposit in a storage facility, the library shall acquire or identify a substitute print copy in the system.

1b. Adopt the Common Access Policy for Shared Print in Place Resources

Recommendation

The Task Force recommends that SOPAG and the Council of University Librarians endorse the Common Access Policy for Shared Print in Place Collections.

Review process completed

This policy was originally written by a member of the Resource Sharing Committee in collaboration with members of the CDL Shared Print Steering Task Force (SPSTF,) at which time it was vetted with RSC and HOPS. The policy was subsequently referred to the CDC Shared Monographs Planning Group and SOPAG Shared Print in Place Task Force where it was further vetted with HOPS, RSC (2 responses), CDC, RLFs, and CDL Discovery and Delivery (with respect to technical feasibility/options).

While many aspects of access and delivery were considered, the SOPAG SPIP Task Force wishes to mention some specific aspects where community consensus was not (and may never) be fully achieved such that SOPAG and the Council of University Librarians may make an informed decision. The SOPAG SPIP Task Force arbitrated differences, when necessary, and recommends the adoption of the proposed policy, as written.

Standardization of Loan Periods for Shared Print resources

The policy, as currently written, does not require or establish a standard loan period for shared print resources. The Task Force considered options for the "most" commonly applied loan periods currently used within the system, but opted not to recommend standardization at this time. CDC endorses the policy, with no revisions. CDC and HOPS would endorse a SOPAG initiative to standardize loan periods for all circulating collections but do not support linking that effort specifically to shared print collections. RSC members endorse the policy and two members opined that standardizing loan periods for shared print would require technical programming (Request) and workflow adjustments (VDX and picklists). The RLFs endorsed the policy and acknowledged that each RLF offers different loan periods.

Delivery of Shared Print copies in relation to other copies

The policy, as currently written, gives preference to the delivery of shared print copies in relation to other campus copies. The Task Force recommends that UC Libraries prioritize delivery of shared print copies in relation to other campus copies; this would be accomplished by adjusting the logic in the rota lists in Request and would require the use of distinct holdings location codes. When making this decision, the task force was informed by the information provided by CDL Discovery and Delivery in response to a formal Request for Information about the technical feasibility, which indicated this was feasible and could be fairly easily accomplished (in CDL and

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at campuses) assuming the use of shared print institution symbols, holdings location codes and a strong preference for LHRs (see bibliographic standards recommendation). The task force also felt that it was strategically important to view shared print collections as accessible and useable archival copies. It is important to channel systemwide use to shared print resources to demonstrate success. The task force also acknowledged that in the near term, most CDC shared print in place proposals will be prospective in nature and that aggregate (and specific) use of print resources is declining to such an extent that the risks associated with use are minimal and manageable.

It should be noted that the policy, when vetted, stated that no preference would be given to the delivery of shared print copies in relation to other copies held in the system. In that context, CDC endorsed the policy, limiting its response to the question asked about delivery (first, last or remain agnostic?). CDC did not weigh in, from a policy perspective, on whether shared print monographs are envisioned as preservation copies or access copies and would do so if asked or would welcome a decision by SOPAG.

Shared Print and Library Reserve Services

The policy, as currently written, prohibits placing shared print resources on reserve. CDC endorses the policy and acknowledges that shared print copies are intended to satisfy current and future research needs; duplicate campus print copies or eBooks should be purchased to fulfill local instructional demand. Over time, HOPS would like more information about the nature of the collections that will be developed. RSC did not weigh in on this aspect but it should be noted the policy was originally written by an RSC member, at which time the policy was also vetted by RSC.

This aspect of the policy should be monitored over time. In particular, evidence should be gathered to better understand demand for shared physical volumes as duplicate purchasing declines (prospectively, monographs) and duplicate backfiles are deaccessioned (retrospective, print journals). It is likely that most CDC shared print in place proposals will focus on prospective monographs. Some WEST backfiles will be held as shared print in place (Bronze Archives.)

Next Steps and Timeline

April 2011   SOPAG review, endorse and submit to the Council of University Librarians

May 2011   Council of University Librarians review and endorse

Common Access Policy for Shared Print in Place Resources

February 8, 2011

This policy governs access to Shared Print in Place collections by library users and other commercial and non-profit organizations.

Changes to this policy are made by HOPS in consultation with the Collection Development Committee and CDL Shared Print.

For Shared Print resources supplied across library service desks or by document delivery services, local circulation policies apply, unless otherwise indicated below.

For Shared Print resources supplied via interlibrary loan (ILL), this policy complies with the following codes:

- UC Interlibrary Loan Code
  [http://libraries.universityofcalifornia.edu/rsc/iag/manual/parta.htm]

- Interlibrary Loan Code for the United States
  [http://www.ala.org/Template.cfm?Section=InterLibrary_Loan&template=/ContentManagement/ContentDisplay.cfm&ContentID=31579]

- IFLA Guidelines for Best Practices In Interlibrary Loan and Document Delivery
  [http://www.ifla.org.sg/VI/2/p3/Guidelines_ILDD-en.htm]

Accessibility of Shared Print resources:

1. Library users may access Shared Print materials in person, by document delivery services, or by Interlibrary Loan.
2. Shared print materials are accessible to organizations ascribing to the Interlibrary Loan Code of the United States or the IFLA Guidelines for Best Practices in Interlibrary Loan and Document Delivery.
3. Shared Print materials are accessible to other commercial and non-profit organizations with which the libraries are collaboratively or contractually engaged.
4. Shared Print materials may not be placed on course reserves.

Delivery of Shared Print resources:

1. Each library should be as liberal as possible in making materials available to library users.
2. Duration of loans. For materials supplied across library service desks or by document delivery services, the local circulation loan policy applies. For materials supplied via ILL, the loan periods shall conform to the lending library's ILL protocol.
3. Shared print journal volumes held in place shall be delivered according to the standard hierarchy of access to journal volumes or unbound issues among the RLFs and campus ILL centers:
       1) direct user to the online resource;
       2) provide electronic document delivery (including color scans when appropriate);

          3) provide photocopies; and

          4) loan the issue or volume.

4. Portions of materials may be copied, in conformance with U.S. Copyright fair use provisions, and delivered by mail, fax, or digital formats.
5. In the case of multiple copies of a single title, the Shared Print copy shall be loaned first.

Liability for Damage or Loss for Interlibrary Loan materials:

1. The safety of the borrowed material is the responsibility of the requesting institution from the time the material leaves the supplying library until it is received by the supplying library. If damage or loss occurs, the requesting institution must meet all costs of repair or replacement in accordance with the preferences of the supplying library.

1c. Adopt the Bibliographic Standards for Shared Print Monographs (2-16-2011) provisionally

Recommendation

The Task Force recommends that SOPAG and the Council of University Librarians provisionally endorse the Bibliographic Standards for Shared Print Monographs dated February 16, 2011. The task force recommends provisional endorsement now, such that planning for reclamation projects for existing shared print archiving activities can begin and such that proposed, prospective initiatives developed by CDC with bibliographer groups can get underway with some cataloging standards in place.

The task force further recommends that SOPAG appoint a nimble group to confirm and/or revise the standards for UC in conjunction with (or shortly following) the completion of the OCLC Pilot project for disclosure of shared print archiving in WorldCat. CDL Shared Print welcomes the opportunity to suggest individuals. The group should consist of CAMCIG representatives, CDL Shared Print, and campus representatives currently serving on a focus group with OCLC to define/confirm print archiving disclosure standards and functionality for journals.

Related Recommendations

OCLC is currently conducting a pilot project with selected WEST, CIC and UKRR members and other cataloging, resource sharing and shared print experts. With leadership from CRL Shared Print, UC CDL Shared Print, OCLC Research, OCLC Analytics and OCLC LHR development, the pilot will conclude in June 2011. An outcome of the pilot project will be detailed community specifications for use of separate OCLC Institution Symbols, Holdings Location Codes and LHRs, including use of the 583 field, to record print archiving commitments. The pilot will confirm functionality with existing resource sharing systems as well as batch processes to upload disclosed holdings. As part of the pilot, new Institution Symbols will be established for UC campuses and RLFs for shared print (see chart at the end of the February 16, 2011 standards.)

The standards were also prepared before the NGTS recommended a "good enough" bibliographic record standard but with a "good enough" standard in mind. A timeline for developing the systemwide "good enough" standard has not yet been issued. The intention is to keep the bibliographic elements to a bare minimum to support systemwide needs for access, collection analysis and reporting.

The recommendation is to endorse this standard provisionally, move forward with shared print initiatives using this standard, and review the bibliographic elements when a "good enough" standard has been endorsed. Changes to a minimal or foundational bibliographic record standard for UC should not affect other entries in the LHR to record archiving commitments (i.e. 583 field entries, institution symbols and location codes).

Next Steps

A subsequent effort will be needed in UC to accomplish the following activities. This should be accomplished as quickly as possible (between May and August 2011) by the nimble team mentioned above.

- Confirm the 583 field entries on the LHR for prospectively acquired monographs (and journals, if appropriate).
- Confirm and/or define UC-specific 583 field entries on the LHR for retrospectively held shared print journals (WEST and non-WEST holdings)
- Define Holdings Location Codes with an ending "_SP" at campuses that hold shared print in place resources (WEST Bronze Archives and any prospectively received monographs)
- Implement the Institution Symbols and Holdings Location Codes in Request. CDL Discovery and Delivery had indicated this is feasible. This would entail some programming to detect shared print resources (using the symbols and HLCs) and to prioritize such resources in rota lists, when campus duplicates exist.
- Plan for reclamation projects to migrate existing shared print holdings (in RLFs and at campuses) to the new standards

Review process completed

Two versions of the Bibliographic Standards are presented in this report. Developments in this area of shared print collection management are moving very quickly with OCLC and UC is on the forefront of these developments, hence the presentation of two versions. The recommendation is to adopt the 2-16-2011 version provisionally now and to charge a nimble group to work through the next steps as outlined above.

The task force does not recommend inaction, but recommends endorsement of one set of standards now with appointment of a task force to make revisions in the same year (2011.) The revisions will be less extensive (and reclamation projects slightly smaller) if the more recent version is adopted now.

The review process that has been completed for each is described below.

- **Bibliographic Standards for Shared Print Monographs 2-16-2011.** The SOPAG SPIP Task force recommends provisional adoption of this version. This version represents the most current thinking on the OCLC pilot for disclosure of shared print resources in OCLC. Because this area of shared print management (disclosure at the network-level) is developing so quickly in the broader research library community and with OCLC, this version has not been fully vetted within UC's all campus groups.

  If implemented, this version would support network-level disclosure of UC's shared print resources, particularly those resources held in place, and it would facilitate visibility in resource

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sharing services. Users would be able to identify and access shared print resources, according to the common access policy. UC Campuses and other research libraries would also be able to readily consult shared print holdings and make informed collection management decisions.

While it is unlikely that the Institution Symbols and many of the 583 subfield entries would change, there may be a need to slightly revise this version of the standards between June and August 2011. The Task Force feels these revisions could be made in a spirit of continuous improvement of the standards, but that the core components are there and should be adopted provisionally, now.

- **Bibliographic Standards for Shared Print Monographs 2-2-2011.** The SOPAG SPIP Task force has included this earlier version, as it is the version that was vetted through various all campus groups over some period of time. This version was originally written by a CAMCIG member in collaboration with members of the CDL Shared Print Steering Task Force (SPSTF) more than a year ago. It has been extensively reviewed and vetted. It generally represents current practice within UC for cataloging shared print resources using specific local notes fields, which facilitate statistical and ad hoc reporting. These standards support very basic disclosure in the local catalog where the resources are managed, but do not support network-level disclosure or resource sharing and do not capture sufficient information for other institutions to make informed collection management decisions. They are useful, as currently defined, and can be implemented immediately should SOPAG decide to endorse them instead of the 2-16-2011 version.

Timeline

April 2011	SOPAG review, endorse provisionally (version 2-16-2011). Formulate a charge with the next steps described above and discuss representation on the nimble team with CDL Shared Print.
May-August 2011	Nimble team revise/confirm UC-specific bibliographic standards for shared print with the outcomes of the OCLC Pilot for disclosure of shared archiving commitments.
September 2011	SOPAG endorse revised/confirmed bibliographic standards
Sept.-Dec. 2011	Reclamation projects for existing shared print collections and new shared print collections (including WEST Archives and prospective monograph collecting initiatives endorsed by CDC)
Sept.-Dec. 2011	CDL Shared Print evaluate with HOTS/CAMCIG whether additional instructions are needed at the bibliographic record level to align with a UC "good enough" record standard, when adopted. Prepare amendments to the standard, as needed, and seek endorsement through SOPAG/ULs.

Bibliographic Standards for Shared Print Monographs (2-16-2011)

Rev. February 16, 2011

Monographs acquired on an approved, formal shared monograph program are designated and disclosed as Shared Print monographs. The Shared Print monographs are disclosed as such and are subject to specific descriptive standards, retention commitments and access policies.

The following standards are used to

- disclose shared print monographs in catalogs
- establish cataloging service requirements when working with vendors and
- prioritize cataloging efforts for shared print monographs in relation to other copies.

Additional standards are outlined for the acquisition of Shared Print monographs.

A managing campus or campuses are designated to handle Shared Print monographs. A managing campus catalogs the Shared Print materials according to these standards.

A lead cataloger is identified at a managing campus and is responsible for responding to day-to-day questions from campuses, storage facilities and vendors.

Changes to these standards are made by CDL Shared Print in consultation with HOTS.

I. Disclosure in Union Catalogs

Shared Print monographs are disclosed in union catalogs (e.g. NextGenMelvyl, OCLC). The managing campus is responsible for ensuring disclosure in the union catalog.

Local holdings records (LHRs) must be created and included in OCLC for Shared Print monographs.

Shared Print monographs are disclosed as such to support discovery and collection management functions (functions in the user interface and the "back end") including:

- End-user discovery
- Identification of shared print resources in the context of other copies
- Network-level (regional, national, international) collection management decisions
- Preparation of lists of shared print monographs from the union catalog
- Assessment of shared print monographs in the context of other copies and formats

Shared Print monographs are disclosed in union catalogs by using:

- **Special OCLC Institution Symbols for Shared Print**
- **Special Holdings Location Codes for Shared Print**

- **Bibliographic data elements in the 583 field**

a. Bibliographic Elements in the 583 field

Special bibliographic elements are used to identify specific items as shared print copies. Each element captures basic information about the collection, governing policies, retention commitments and preservation actions that pertain to the specific book. These bibliographic elements are populated for prospectively acquired monographs:

Table 1: Shared Print Bibliographic Elements (583 field)

Subfield	Term	DESCRIPTION
$a Action	**Condition reviewed**	Assume that all prospectively acquired shared print monographs are reviewed upon receipt for condition and returned if damaged.
$c Time/Date of Action	Date acquired or received	ISO standard format
$f Authorization	UCL Shared Print *and* Anglophone Literature *or* Springer monographs	Repeatable. The first $f contains "UCL Shared Print" Add one additional $f for the specific prospective initiative statement (i.e., collection, e.g. "Anglophone Literature" for the Canadian Poetry and Fiction project/collection or "Springer monographs" Add an additional $f if also contributed to another network level shared print initiative (e.g. WEST, a cloud sourcing partnership, etc.)
$l Status	Committed to archive Undamaged	Repeatable. For prospectively acquired monographs, add one $l for each status: "committed to archive" and "undamaged".
$i Method of Action	Volume-level validation	For prospectively acquired monographs, assume volume validation is achieved as new books are reviewed upon receipt
$j Site of Action	MERSP *or* HH0 *or* ZAPSP	For shared print in place, use the special campus OCLC Institution Symbol for Shared Print in Place. Example: MERSP for UCMerced Springer Shared

		Print in Place collection. For shared print in an RLF, use the special RLF OCLC Institution Symbol for Shared Print (HH0 for SRLF or ZAPSP for NRLF.)
$u Uniform Resource Identifier	<insert URL>	Link to the Shared Print in Place Policy for Prospective Collections
$2 Source of Term		
$3 Materials Specified		
$5 Institution to which the field applies	MERSP *or* HH0 *or* ZAPSP	MARC Organization code. For shared print in place, use the special campus OCLC Institution Symbol for Shared Print in Place. Example: MERSP for UCMerced Shared Print in Place. For shared print in an RLF, use the special RLF OCLC Institution Symbol for Shared Print (HH0 for SRLF or ZAPSP for NRLF.)

b. OCLC Institution Symbols and Holdings Location Codes

OCLC Institution symbols and holdings location codes are used to identify shared print material at the institution and collection level.

The application of holdings symbols and location codes depends upon where the monograph is received and ultimately shelved. Shared Print monographs may be received and held in place (at a campus/university). Shared Print in Place may be interfiled among the libraries' general collections. A shared print monograph may also be moved from a campus/university to an off-site facility after some time. And finally, shared monographs may also be acquired by a campus/university and shipped directly from a provider to an off-site facility.

In each case, OCLC Institution Symbols and location codes are applied as follows. See Appendix A for a list of OCLC Holdings Symbols for Shared Print in Place and in RLFs

Table 2: Shared Print Scenarios, Institution Symbols and Holdings Location Codes

SCENARIO	OCLC INSTITUTION SYMBOL	HOLDINGS LOCATION CODE	EXAMPLES
Shared Print in place	Special campus symbol for shared print in place	Each campus will define code(s) and fields based on local ILS. The terms should include a space and SP ("_SP")as the last characters to facilitate resource sharing. The rota lists for Request require these last 3 characters.	Symbol: MERSP Location Code: MAIN SP
Shared Print in Place copies are moved from a library to an off-site shelving facility	RLF Shared Print symbol 561 *ownership and custodial responsibility* include the special campus shared print in place symbol to track history of campus contribution	For the campus, not relevant For the RLF, RLF holdings location code for shared print	Symbol: ZAPSP Location code: NRUCL SP On LHR, include 561 CUYSP (Example: Shared Print in Place moves from UCB to NRLF)

II. Disclosure in Local Catalogs

The managing library may elect to include Shared Print bibliographic records in the local OPAC and ILS. However, records are not distributed to other local OPACs or ILSs.

III. Services from Third Parties/Vendors

The Libraries value and prefer vendor supplied records and shelf ready services. This section describes the requirements for third-party supplied records and the process for supplying records.

a. Bibliographic Elements

Third parties/vendors will supply the best available OCLC MARC21 monographic record at time of shipment. The record must include a Library of Congress Classification call number as well as the special bibliographic elements for Shared Print outlined in Section 1. Subject analysis is preferred. Each record must include an OCLC number as a match point to overlay acquisitions/cataloging data. In the case where no OCLC record exists or the record does not meet the above outlined standards, the managing campus may create original catalog records or arrange for a third party/vendor to supply them according to the standards. Bibliographic record maintenance is the responsibility of the managing campus.

Though authority work is not required for shared print monographs, the managing campus will need to publicly disclose whether they are (or are not) handling authority work. Name and subject authority records are encouraged. It is assumed the managing campus staff will manage the process of sending and/or receiving records with a vendor, if outsourced (e.g. Backstage Library Works)

b. Process for supplying records and including records in catalogs

Bibliographic records are supplied to either the library that receives the physical items or to an RLF (shelf ready). The method of getting records into union catalogs may vary based on each book vendor's capabilities. UC Libraries prefer vendors that have the capacity to supply records directly to OCLC. The library that acquires the shared print monographs is responsible for making arrangements with the vendor.

The following scenarios are possible:

> **i. The vendor ships the items *and* supplies catalog records to the managing libraries. Some are kept on site as Shared Print in Place and some are sent to an RLF. The Libraries load the records into the union catalog**.

- The vendor ships items including physical processing (i.e. spine label, property stamps, barcode, security tape, shared print markings) to the library(ies).
- Library staff check in the items.
- The campus(es) that is responsible for the acquisitions control is responsible for the catalog records (i.e., ensuring quality, completeness of cataloging, shared print disclosure), getting the records into the union catalog, setting holdings and loading records into local campus ILS.

ii. The vendor ships items but does not supply catalog records to the managing libraries. Some are kept on site as Shared Print in Place and some are sent to an RLF. The libraries supply catalog records to the union catalog.

- The vendor ships items including physical processing (i.e. spine label, property stamps, barcode, security tape, shared print markings) to the library(ies).
- Library staff check in the items.
- Library staff catalog the items for Shared Print in Place or for storage in RLF, as appropriate.

IV. Enhanced Services

The Libraries value the efforts of researchers and others to enhance descriptive records with additional metadata. Records supplied by vendors and third parties must be supplied free of restrictions on future use and enhancement.

V. Prioritization and Timing of Records

Because other libraries depend upon the shared print collections when making purchasing decisions, cataloging effort for Shared Print monographs takes priority over cataloging efforts for all other standard monograph cataloging.

Shared Print monographs in Area Studies must be cataloged and disclosed in union catalogs within three (3) months of receipt.

Shared Print monographs supplied by a primary monograph vendor must be cataloged and disclosed in union catalogs within one month of receipt.

Appendix A: OCLC Institution symbols, including Shared Print in Place and in RLFs

Institution Symbol	Institution name	Campus	ILL Supplier/Non-Supplier
CUY	University of California, Berkeley (includes RQE and RQK)	Berkeley	Supplier
BOL	UCB Law School	Berkeley	
CBG	UCB Institute of Govt Studies	Berkeley	
CBT	UCB Institute of Transportation	Berkeley	
WCA	UCB Water Resources Center Archives	Berkeley	
CUYER	SCP records at UCB	Berkeley	
CUYSP	**Shared Print in Place at UCB**	**Berkeley**	**Supplier**
CUV	University of California, Davis General Library	Davis	Supplier
CUVER	SCP records at UCD	Davis	
CUVSP	**Shared Print in Place at UCD**	**Davis**	**Supplier**
UCDLL	UCD Mabie Law Library	Davis	
CUX	UCD Health Sciences Library	Davis	
CUI	University of California, Irvine (includes CIM and WB1 materials?)	Irvine	Supplier
CUIER	SCP records at UCI	Irvine	
CUISP	**Shared Print in Place at UCI**	**Irvine**	**Supplier**
CLU	University of California, Los Angeles	Los Angeles	Supplier
UCFTA	UCLA Film and Television Archive	Los Angeles	
CLETH	UCLA Ethnomusiology Archive	Los Angeles	
CLUER	SCP records at UCLA	Los Angeles	
CLUSP	**Shared Print in Place at UCLA**	**Los Angeles**	**Supplier**
MERUC	University of California, Merced	Merced	Supplier
MERER	SCP records at UCM	Merced	

Institution Symbol	Institution name	Campus	ILL Supplier/Non-Supplier
MERSP	**Shared Print in Place at UCM**	**Merced**	**Supplier**
CRU	University of California, Riverside	Riverside	Supplier
CRUER	SCP records at UCR	Riverside	
CRUSP	**Shared Print in Place at UCR**	**Riverside**	**Supplier**
CUS	University of California, San Diego	San Diego	Supplier
CUSER	SCP records at UCSD	San Diego	
CUSSP	**Shared Print in Place at UCSD**	**San Diego**	**Supplier**
CUN	University of California, San Francisco	San Francisco	Supplier
SFGHM	San Francisco General Hospital Medical Center	San Francisco	
CUNER	SCP records at UCSF	San Francisco	
CUNSP	**Shared Print in Place at UCSF**	**San Francisco**	**Supplier**
CUT	University of California, Santa Barbara	Santa Barbara	Supplier
CUTER	SCP records at UCSB	Santa Barbara	
CUTSP	**Shared Print in Place at UCSB**	**Santa Barbara**	**Supplier**
CUZ	University of California, Santa Cruz	Santa Cruz	Supplier
CUZER	SCP records at UCSC	Santa Cruz	
CUZSP	**Shared Print in Place at UCSC**	**Santa Cruz**	**Supplier**
ZAP	NRLF	RLF	Supplier
ZAPSP	**NRLF Shared Print**	**RLF**	**Supplier**
ZAS	SRLF	RLF	Supplier
HH0	**SRLF Shared Print**	**RLF**	**Supplier**
CDLER	Mass digitization records for all UC	CDL	

Bibliographic Standards for Shared Print Monographs (2-2-2011)

Rev. February 2, 2011

Monographs acquired on an approved, formal shared monograph program are designated and disclosed as Shared Print monographs. The Shared Print monographs are disclosed as such and are subject to specific descriptive standards, retention commitments and access policies.

The following standards are used to

- disclose shared print monographs in catalogs
- establish cataloging service requirements when working with vendors and
- prioritize cataloging efforts for shared print monographs in relation to other copies.

Additional standards are outlined for the acquisition of Shared Print monographs.

A managing campus or campuses are designated to handle Shared Print monographs. A managing campus catalogs the Shared Print materials according to these standards.

A lead cataloger is identified at a managing campus and is responsible for working with the Resource Liaison for the program to respond to day-to-day questions from campuses, storage facilities and vendors.

Changes to these standards are made by CDL Shared Print in consultation with HOTS.

I. Disclosure in Union Catalogs

Shared Print monographs are disclosed in union catalogs (e.g. NextGenMelvyl, OCLC). The managing campus is responsible for ensuring disclosure in the union catalog.

Shared Print monographs are disclosed as such to support discovery and collection management functions (functions in the user interface and the "back end") including:

- End-user discovery
- Identification of shared print resources in the context of other copies
- Network-level (regional, national, international) collection management decisions
- Preparation of lists of shared print monographs from the union catalog
- Assessment of shared print monographs in the context of other copies and formats

Shared Print monographs are disclosed in union catalogs by using:

- **bibliographic data elements**
- **local data elements**
- **OCLC holdings symbols**

a. Bibliographic Elements

Special bibliographic elements are used to identify specific items as shared print copies. Each element captures basic information about the collection, governing policies, retention commitments and preservation actions that pertain to the specific book. These bibliographic elements are populated:

Table 1: Shared Print Bibliographic Elements

BIBLIOGRAPHIC	TERM/DESCRIPTION	EXAMPLES
793 Added Entry-Uniform Title(R) **$a Uniform title** **$p Name of collection** **$5 Institution to which field applies**	Uniform title used as added entry to identify an item as shared print and identify the collection to which it belongs. Used to run local/union reports.	$a UCL Shared Print $p Anglophone Literature $5 CU
Local Location Code	Use this information to designate an item as shared print in place. This field is used to gather local information/statistics (e.g. circulation history, titles, reports) This information does not remain in the master record, nor institution records	sps Example: For UC Merced, the vendor puts the Shared Print location code for Springer titles ("sps") in a 949_1 field as part of their normal bibliographic record processing. Merced interfiles these items within its collections, so this is a "virtual" location. The data in the 949_1 field is used to create an item record upon bibliographic record import.

b. OCLC Institution Symbols and Holdings Location Codes

OCLC Institution symbols and holdings location codes are used to identify shared print material at the institution and collection level.

The application of holdings symbols and location codes depends upon where the monograph is received and ultimately shelved. Shared Print monographs may be received and held in place (at a campus/university). Shared Print in Place may be interfiled among the libraries' general collections. A shared print monograph may also be moved from a campus/university to an off-site facility after some time. And finally, shared monographs may also be acquired by a campus/university and shipped directly from a provider to an off-site facility.

In each case, OCLC Institution Symbols and location codes are applied as follows. See Appendix A for a list of OCLC Holdings Symbols for Shared Print.

Table 2: Shared Print Scenarios, Institution Symbols and Holdings Location Codes

SCENARIO	OCLC SYMBOL	HOLDINGS LOCATION CODE	EXAMPLES
Shared Print in place	Campus symbol	Each campus will define code(s) and fields based on local ILS.	949_1 sps (Shared Print Springer at UC Merced identified in local ILS) + MERUC
Shared Print copies are moved from a library to an off-site shelving facility	RLF Shared Print symbol + campus symbol	For the campus, not relevant For the RLF, RLF holdings location code for shared print	CUY + ZAP-SP (Shared Print in Place moves from UCB to NRLF)
Shared Print copies are acquired by a library and shipped directly from the vendor to an off-site shelving facility.	RLF Shared Print symbol + campus symbol	For the campus, not relevant For the RLF, RLF holdings location code for shared print	CLU + HH0 (Shared Print managed at UCLA housed at SRLF)

II. Disclosure in Local Catalogs

The managing library may elect to include Shared Print bibliographic records in the local OPAC and ILS. However, records are not distributed to other local OPACs or ILSs.

III. Services from Third Parties/Vendors

The Libraries value and prefer vendor supplied records and shelf ready services. This section describes the requirements for third-party supplied records and the process for supplying records.

a. Bibliographic Elements

Third parties/vendors will supply the best available OCLC MARC21 monographic record at time of shipment. The record must include a Library of Congress Classification call number as well as the special bibliographic elements for Shared Print outlined in Section 1. Subject analysis is preferred. Each record must include an OCLC number as a match point to overlay acquisitions/cataloging data. In the case where no OCLC record exists or the record does not meet the above outlined standards, the managing campus may create original catalog records or arrange for a third party/vendor to supply them according to the standards. Bibliographic record maintenance is the responsibility of the managing campus.

Though authority work is not required for shared print monographs, the managing campus will need to publicly disclose whether they are (or are not) handling authority work. Name and subject authority records are encouraged. It is assumed the managing campus staff will manage the process of sending and/or receiving records with a vendor, if outsourced (e.g. Backstage Library Works)

b. Process for supplying records and including records in catalogs

Bibliographic records are supplied to either the library that receives the physical items or to an RLF (shelf ready). The method of getting records into union catalogs may vary based on each book vendor's capabilities. UC Libraries prefer vendors that have the capacity to supply records directly to OCLC. The library that acquires the shared print monographs is responsible for making arrangements with the vendor.

The following scenarios are possible:

> **i. The vendor ships the items *and* supplies catalog records to the managing libraries. Some are kept on site as Shared Print in Place and some are sent to an RLF. The Libraries load the records into the union catalog**.

- The vendor ships items including physical processing (i.e. spine label, property stamps, barcode, security tape, shared print markings) to the library(ies).
- Library staff check in the items.
- The campus(es) that is responsible for the acquisitions control is responsible for the catalog records (i.e., ensuring quality, completeness of cataloging, shared print disclosure), getting the records into the union catalog, setting holdings and loading records into local campus ILS.

ii. The vendor ships items but does not supply catalog records to the managing libraries. Some are kept on site as Shared Print in Place and some are sent to an RLF. The libraries supply catalog records to the union catalog.

- The vendor ships items including physical processing (i.e. spine label, property stamps, barcode, security tape, shared print markings) to the library(ies).
- Library staff check in the items.
- Library staff catalog the items for Shared Print in Place or for storage in RLF, as appropriate.

IV. Enhanced Services

The Libraries value the efforts of researchers and others to enhance descriptive records with additional metadata. Records supplied by vendors and third parties must be supplied free of restrictions on future use and enhancement.

V. Prioritization and Timing of Records

Because other libraries depend upon the shared print collections when making purchasing decisions, cataloging effort for Shared Print monographs takes priority over cataloging efforts for all other standard monograph cataloging.

Shared Print monographs in Area Studies must be cataloged and disclosed in union catalogs within 3 months of receipt.

Shared Print monographs supplied by a primary monograph vendor must be cataloged and disclosed in union catalogs within one month of receipt.

Appendix A: OCLC Institution symbols, including Shared Print

Institution Symbol	Institution name	Campus	ILL Supplier/Non-Supplier	SP Distinct Campus Location Code
CUY	University of California, Berkeley (includes RQE and RQK)	Berkeley	Supplier	
BOL	UCB Law School	Berkeley		
CBG	UCB Institute of Govt Studies	Berkeley		
CBT	UCB Institute of Transportation	Berkeley		
WCA	UCB Water Resources Center Archives	Berkeley		
CUYER	SCP records at UCB	Berkeley		
CUV	University of California, Davis General Library	Davis	Supplier	
CUVER	SCP records at UCD	Davis		
UCDLL	UCD Mabie Law Library	Davis		
CUX	UCD Health Sciences Library	Davis		
CUI	University of California, Irvine (includes CIM and WB1 materials?)	Irvine	Supplier	
CUIER	SCP records at UCI	Irvine		
CLU	University of California, Los Angeles	Los Angeles	Supplier	
UCFTA	UCLA Film and Television Archive	Los Angeles		
CLETH	UCLA Ethnomusiology Archive	Los Angeles		
CLUER	SCP records at UCLA	Los Angeles		
MERUC	University of California, Merced	Merced	Supplier	sps
MERER	SCP records at UCM	Merced		
CRU	University of California, Riverside	Riverside	Supplier	
CRUER	SCP records at UCR	Riverside		
CUS	University of California, San Diego	San Diego	Supplier	
CUSER	SCP records at UCSD	San Diego		

Institution Symbol	Institution name	Campus	ILL Supplier/Non-Supplier	SP Distinct Campus Location Code
CUN	University of California, San Francisco	San Francisco	Supplier	
SFGHM	San Francisco General Hospital Medical Center	San Francisco		
CUNER	SCP records at UCSF	San Francisco		
CUT	University of California, Santa Barbara	Santa Barbara	Supplier	
CUTER	SCP records at UCSB	Santa Barbara		
CUZ	University of California, Santa Cruz	Santa Cruz	Supplier	
CUZER	SCP records at UCSC	Santa Cruz		
ZAP	NRLF	RLF	Supplier	
ZAPSP*	NRLF Shared Print	RLF	Supplier	
ZAS	SRLF	RLF	Supplier	
HH0	SRLF Shared Print	RLF	Supplier	
CDLER	Mass digitization records for all UC	CDL		

*Symbol needed but not yet established

1d. Adopt the Standard Acquisition Practices for Shared Print

Recommendation

The Task Force recommends that SOPAG and the Council of University Librarians endorse the Standard Acquisition Practices for Shared Print. This policy establishes a common set of behaviors for campus acquisitions units that purchase shared print resources.

Review process completed

This policy was originally written by an ACIG member in collaboration with members of the CDL Shared Print Steering Task Force (SPSTF). At that time, it had been reviewed and endorsed by ACIG, and it has been subsequently reviewed, vetted and endorsed by CDC and the RLFs along with the other policy recommendations.

The standards were prepared before the NGTS recommended a "good enough" bibliographic record standard but with a "good enough" standard in mind. A timeline for developing that standard has not yet been issued. The intention is to keep the bibliographic elements to a bare minimum to support systemwide needs for access, collection analysis and reporting.

The recommendation is to endorse this standard, move forward with shared print initiatives using the standard, and review the bibliographic elements when a "good enough" standard has been endorsed. Changes to a minimal or foundational bibliographic record standard should not affect other entries used to record archiving commitments in the LHR (583 field entries, institution symbols and location codes).

Next Steps and Timeline

April 2011   SOPAG review, endorse and submit to the Council of University Librarians

May 2011   Council of University Librarians review and endorse

Sept.-Dec. 2011   CDL Shared Print evaluate with HOTS/CAMCIG whether additional instructions are needed at the bibliographic record level to align with a UC "good enough" record standard, when adopted. Prepare amendments to the standard, as needed, and seek endorsement through SOPAG/ULs.

Standard Acquisition Practices for Shared Print Monographs

February 16, 2011

A. GENERAL GUIDELINES

Monographs purchased cooperatively are designated as Shared Print monographs. The Shared Print monographs are subject to specific acquisitions practices, descriptive standards, retention commitments and access policies.

The following standards outline the responsibilities of a managing campus for acquiring and processing Shared Print monographs, working with vendors and prioritizing processing in relation to other copies. Additional descriptive standards for Shared Print monographs are outlined separately.

A managing campus or campuses are designated to handle Shared Print monographs. A managing campus acquires and catalogs Shared Print materials according to these standards. A lead acquisitions staff member is identified at a managing campus and is responsible for responding to day-to-day questions from campuses, consortia, storage facilities and vendors.

Changes to these standards are made by HOTS in consultation with CDL Shared Print..

B. ORDER MANAGEMENT AND REPORTING REQUIREMENTS

1. Orders created in the campus ILS system are coded as part of the Shared Print Collections. These records should be identified so that they can be exported in a list format with basic bibliographic information/price/vendor using ILS reporting capabilities.

2. The campus ILS will track funds allocated for Shared Print, encumbrance amounts, commitments and free balances throughout the fiscal year. Specific fund codes for Shared Print are established to track expenses and prepare reports.

3. Data related to Shared Print Purchases should be stored in a campus ILS for a minimum of two years to facilitate reporting and audit. Reports on materials acquired through the Shared Print Collections will contain the following elements from the bibliographic fields at a minimum:

1XX Author fields
245 Title field
250 Edition
260 Imprint/Pub. Yr.
3XX Physical description.
4XX Series titles if available.
Format (usually from Leader 06)
ISBN
LC Classification
OCLC Control

4. The reports will contain at a minimum the following information from the order records:

Date ordered
Date received
Paid amount
Vendor name
Vendor discount percentage (if available, applicable)

Shipping and handling costs
Sales or use tax amounts

5. At the time a Shared Print collecting area is identified, the binding requirements will be specified. The costs for binding and preservation should be identified separately from the cost of the material, if at all possible and reported separately.

6. As far as is reasonably possible and consistent with local Library and campus fiscal policies, residual unspent funds for the Shared Print Collections should be carried forward, unless the project guidelines indicate they should be returned to the original funding source.

7. Orders for shared print material should be submitted before May 1 (domestic) and April 1 (foreign) to ensure receipt or cancellation prior to the end of fiscal year on June 30.

8. Orders placed for shared print materials should remain open for a minimum of 18 months providing status reports have been received from the vendor in response to a minimum of three claims. The campus library may choose to re-vend the order after a shorter period.

9. Unfulfilled orders are reported in an aggregated list with a status of unfilled after 18 months and three claims.

C. TRACKING PROCESSING COSTS
1. If the materials are cataloged and/or physically processed by the vendor or another third party (e.g. OCLC, MARCNow) the processing costs should be tracked and reported separately from the cost of the materials. The breakdown should include the cataloging costs plus the costs of the materials used in processing (spine labels, bar codes, security devices), and the labor costs associated with doing the physical processing.

2. If PromptCat subscription costs are absorbed by an OCLC Subscription, the cost per item is calculated based on the published PromptCat pricing, even though that cost is included in the OCLC Subscription.

3. If the library supplies the vendor with bar codes, security strips, or other materials to be used in processing, estimate the costs for these materials used in support of shared print activities.

D. PHYSICAL PROCESSING/LOAN RULE CONFIGURATIONS
1. Shared Print monographs require a special property stamp: "UCL Shared Print". The property stamp is applied consistent with campus practice for property stamping. Shared Print monographs may be physically integrated in a local library collection.

2. The circulation rules for Shared Print materials are governed by the Common Access Policy for Shared Print Monographs. If special loan rules are indicated in that policy or subsequent amendments, special loan rules are applied in the circulation module of the campus ILS.

3. Shared Print monographs must have a library security device applied consistent with the campus library practice.

E. PAYMENT AND FINANCIAL CONTROLS

1. Invoices for materials received through the Shared Print Program are paid through existing campus financial systems, subject to campus audit requirements, and using existing campus payment programs consistent with policies and practices in place at the campus library.

2. If funds are pooled, such funds will be deposited at the managing campus via Intercampus Transfer of Funds. The frequency of transfers is arranged between CDL and the managing campus. The managing library pays invoices against the pooled account.

3. If funds are pooled, such funds should only come from the following fund sources (19900A General Funds, Opportunity, Education, Grants and Contracts) and not from endowment funds. Campuses may elect to "swap" endowment funds for state funds to use in Shared Print purchases. The Shared Print Program cannot assume responsibility that endowment funds are spent according to the restrictions of the fund or provide title reports to fund managers or trustees.

4. Quarterly (in October, January, and March, July) the managing library will prepare a report for the Shared Monographs Coordinating Group and HOTS showing the Allocation/Expenditures/Liens and Free Balances in those accounts.

5. It is imperative that the funds be monitored by the managing library working with a vendor. In the event that pooled funds are being expended ahead of the target spend levels (30% by October 30, 60% by January 30, and 90% by May 30) - the managing campus will work with the Shared Print Manager to work with the vendor to achieve more precise spend targets. The managing campus cannot over spend Shared Print Funds.

6. In the event that there are pooled funds unexpended on July 1 - those funds should be retained in the accounts if campus accounting practices permit carry forward. However, those funds remain only available for Shared Print Purchases.

F. REPORTING RESPONSIBILITIES FOR SHARED PRINT ACQUISITIONS

1. The managing campus is responsible for preparing reports, coordinating with other managing campuses to prepare aggregate systemwide reports and coordinating with vendors to request reports. (See B3 above)

2. Each managing campus and/or vendor will use standard report templates designed for Shared Print to ensure consistency in systemwide reporting. These will include, at a minimum, reports for End of Year, statistics (UCOP, ARL, CEAL, AAHSL), materials and technical service costs including human resource costs, usage and special duplication analysis reports for assessment purposes.

3. The Shared Monographs Coordinating Group may request additional reports, which the managing campus/campuses will prepare in a reasonable timeframe.

4. At the end of each fiscal year, the Managing campus will supply a report to the Shared Print Manager. The reports will be stored at a central web site or wiki and will include the following elements included and stored in a format that permits extraction by each element:

Author fields, Title field, Edition, Imprint, Publisher/Publication Year. Format. ISBN,

LC Classification, NLM Classification (if available) LCSH, MESH (if available)

Number of Copies, Net Cost, Vendor

The reports will be retained indefinitely to permit time series analysis.

5. In addition to reports regarding acquisitions, the managing campus is responsible for working with campus library and RLF staff to prepare usage statistics reports for materials received through the shared print program.

G. CAMPUS RESPONSIBILITIES FOR WORKING WITH THE VENDOR

1. When a campus agrees to take on a shared print activity on behalf of other libraries, it also agrees to take on the role of working directly with the vendor to set up the program, monitor it, resolve discrepancies, and carry out any financial activities associated with it.

2. The campus library will work with the vendor to set up parameters for the program (approval plan profile, subscription agreements, etc.) and communicate the service expectations.

3. The campus library will work to resolve differences that arise with the vendor over service or pricing.

4. Campuses are responsible for ensuring that appropriate sales/use tax is applied by the vendor and must be able to meet the audit standards of the University of California with regard to verification of receipt, appropriate payment documentation, and retention of records.

5. The campus library will evaluate the service provided by the vendor and report regularly to the Shared Monographs Coordinating Group and HOTS.

6. Important communications and major service negotiations with a vendor will include the managing campus, Shared Monographs Coordinating Group and Shared Print Manager.

H. GENERAL VENDOR PERFORMANCE STANDARDS

1. A formal agreement between the libraries and a vendor should normally be set up that outlines the following:

  a. What is being supplied (subject, geographic, non-subject, and publisher parameters)
  b. On what basis publications are supplied (e.g. subscription, standing order, etc.)
  c. Pricing model (list, Deep Discounted Pricing, etc.)
  d. Applicable discounts
  e. Shipping and handling charges
  f. Ship to and Bill to information
  g. Campus library contact
  h. Shared Monographs Coordinating Group contact
  i. Vendor contact information

2. Materials should be invoiced within 30 days of shipment.

3. Invoices should contain title/standard number/price/quantity for each item.

4. Electronic invoicing in EDIFACT format is preferred. Paper invoices must still be supplied for purposes of archiving at the managing campus.

5. Invoices should break out shipping and handling costs and sales/use tax separately in the invoice total.

6. If shelf-ready services are included, they should be described explicitly. During the profiling with a shelf-ready vendor, the managing campus will specify the acceptable source and level of cataloging, a detailed breakdown of the physical processing that will be applied to each volume, with the unit cost for each activity. In addition, the specifications for the standard of binding and the unit cost applied to each one should be indicated. Specify any exceptions to shelf-ready processing (e.g. books with accompanying CDs, etc.)

I. QUALITY ASSURANCE

1. Quality assurance on the vendor-supplied cataloging and processing are the responsibility of the receiving library.

2. Though authority work is not required for shared print monographs, the managing campus will need to publicly disclose whether they are (or are not) handling authority work. Name and subject authority records are encouraged. It is assumed the managing campus staff will manage the process of sending and/or receiving records with a vendor, if outsourced (e.g. Backstage Library Works) and reporting those costs along with the other processing costs.

J. OCLC HOLDINGS

1. The receiving library is responsible for seeing that holdings are set according to the Bibliographic Service Standards. The receiving library may choose to set the holdings or ask OCLC to set the holdings upon shipment of shelf-ready material.

K. PRIORITIZATION OF EFFORT AND STANDARDS FOR DISCLOSURE IN UNION CATALOG

1. Because other libraries depend upon the shared print collections when making purchasing decisions, acquisition effort for Shared Print monographs takes priority over efforts for all other campus monograph collections.

2. Shared Print monographs in area studies area studies must be cataloged and disclosed in union catalogs within three (3) months of receipt.

3. Shared Print monographs supplied by a primary monograph vendor must be cataloged and disclosed in union catalogs within one month of receipt.