May 14, 2004

To: DM Select
Fr: E-text Working Group Subcommittee: Myrtis Cochran, convener, Imani Abalos, Tim Dennis, Peter Soriano, and Jonathan Thomas
Su: E-text Phase 2 Doe/Moffitt Non-Reference CD-ROMs

Introduction

The E-text Subcommittee met to address “Outstanding Issues” from the original E-text Working group Report http://www.lib.berkeley.edu/Staff/DocMoff/EtextRpt.html. Specifically: “The mixed media and comes-with materials shelved behind the Circulation Desk, (mostly non-reference books, journal issues, and popular software) will have to be addressed at some future date. These collections are growing steadily, but it is not clear whether selectors are always aware of this, or if they are actively involved in reviewing materials that are in this group in light of access issues, retention, etc. We recommend that selectors review the Circulation Desk’s mixed media collections to decide on how best to treat these materials.”

Mixed media materials shelved behind the Circulation Desk are not housed in cabinets. When we visited, the collection had outgrown its space. Materials were crowded together on open shelves. Although space limitations pose a problem, our discussions focused on finding a shelving location that abets library user convenience and accessibility and promotes discovery. Integrating CD-ROMs into the Gardner (Main) Stacks achieves this goal. We considered housing CD-ROMs in cabinets in GMS. The negative aspects are continued and further fragmentation of intellectual content. Stand-alone CD-ROM content would be disassociated from related print materials and CD-ROMS accompanying print material would be disassociated from both its accompanying material as well as related print material. Moreover, we were unable to identify a logical, visible, GMS location directly accessible to users. We also considered housing CD-ROMS in cabinets behind the Circulation Desk. We abandoned that idea because this would not provide direct user access and would not achieve integration.

Our review of the material shelved behind the Circulation Desk revealed a lack of standardization in material treatment as well as material of questionable content and format, i.e., superseded/out-of-date content, and diskettes, sound recordings, and slides. To find out what other institutions are doing with similar material, we surveyed campus and other academic libraries, i.e., Harvard’s Lamont Library, Stanford’s Green, Boston College, and UC Santa Barbara. Additionally, Cindi Wolff kindly forwarded the committee a GOVDOC-L LISTSERV discussion on the treatment of media in depository collections. Each institution has policies and procedures unique to their setting. For example, a year ago, Stanford began to put all print materials with accompanying non-print media and all CD-ROMs unaccompanied by print material into their Stacks. Lamont sends all books with media into the stacks. Widener sends similar materials to the Harvard Depository in Southborough. UCSB’s treatment is haphazard. Childers, via GOVDOC-L, reported that her library packages and intershelves CD-ROMs. See Appendix 1.

We reviewed GMS current practices.
- Unaccompanied CD-ROMs are shelved in Doe Circulation and are represented in the catalogs as MAIN: PQ4302 .F975 2001 compu/d; Main Desk Collection. This material is off limits to users and must be paged.
- CD-ROMs accompanying unbound volumes are shelved in Doe Circulation and are represented in the catalogs as above.
Other mixed media are shelved in Doe Circulation and are represented in the catalogs as above.

CD-ROMs accompanying bound volumes are properly sleeved, shelved, and tattle-taped in the Gardner (Main) Stacks.

**Recommendation 1- GMS CD-ROMs**

Our overarching recommendation is that we open up access to GMS CD-ROMs.

- Continue to circulate CD-ROMs.
- Copy expensive, unique and hard to replace CD-ROMs as copyright allows or vendor permits. The copy will circulate and the original will be archived.
- Contact vendors for courtesy replacements in the event of loss.
- Continue practice of shelving CD-ROMs accompanying bound volumes in GMS.
- Shelve unaccompanied CD-ROMs in GMS after they have been made shelf ready, i.e., properly boxed, sleeved, and tattle-taped by the Preservation Division. See Appendix 2.
- Shelve paperbacks and accompanying CD-ROMs in GMS after they have been made shelf ready, i.e., bind paperbacks, sleeve, and tattle-tape the CD-ROMs.
- Review CD-ROMs for retention and treatment decisions.
- Properly treat all retained boxed, jewel cased or “loose” CD-ROMs, i.e., repackage, sleeve, and tattle tape.
- Provide library users with a Reference Center computer equipped with a CD-ROM drive for on site use.

**Recommendation 2- GMS Mixed Media**

- Digitize slides that accompany bound volumes as funding and copyright allows. Place reproductions of digitized images in the volume and store the slides at NRLF.
- Review diskettes for retention decision. Properly treat all retained diskettes, repackage and sleeve.
- Review sound recordings for retention and relocation.

**Recommendation 3- DREF CD-ROMs**

- Review DREF CD-ROM collection housed in 202A to identify non-reference titles for transfer to GMS.
- Weed DREF CD-ROM titles incompatible with DREF equipment.
- Circulate DREF CD-ROMs to UCB library cardholders on a case-by-case basis, e.g., user has access to compatible software unavailable in DREF, research requires use for an extended period of time.
- Permit copying of DREF CD-ROMs within copyright restrictions.
- Establish an annual review of DREF CD-ROMs in 202A, on the local area network and stand-alone workstation to weed obsolete and superceded titles.
- Assess regularly DREF networked CD-ROMs to add or remove titles.