DMNRLF Working Group  
October 10, 2007

2008 DMNRLF Project Recommendations

I. Serials  
Recommend off-campus shelving for serials older than 10 years that are not already in NRLF. We know that this plan will produce split sets, but this problem can be dealt with on a case-by-case basis. This option will set up a procedure for automatic off-campus shelving for serials. Selectors will have the option of weeding, withdrawing duplicate titles.

II. Government Documents  
Recommend maintaining the current practice to shelve off-campus low use items. Government documents selectors will have the option of making an appointment for a “walk through” of their Main Stack collections with the Stacks Manager in addition to the automatic review selection process.

Process/Principles:
1. Deadline: selectors are to review and return cards for items to be shelved off campus one month from the date the cards are received. If cards are not returned, the Gardner (MAIN) Stacks Manager is authorized to send all items to NRLF.
2. Information to appear on printed cards (or in an online tool) for serials are: title, call number, holdings, active or inactive/ceased, electronic also indicator, indicator of what volumes are on campus.
3. Selectors can veto off-campus shelving of any serial.

Future considerations:

I. Non-circulating Materials  
Monographs, Reference sets  
Recommend identifying low-use non-circulating monographs, reference works/sets. Systems Office is asked to create cards (or an online tool) for non-circulating, “library use only” monographs grouped by LC call number order, with further refinements when possible such as by language for area studies selectors. We would like a count of the number of volumes in each LC classification.

Information to appear on printed cards (or in an online tool) for monographs, in this order are: call number, author, title (author and title fields should contain 85 characters, which would be especially useful for government document titles), publisher, date of publication, date added to GLADIS, copy, language code, country code, bibrecnum, barcode, summary note, also of interest would be any 5xx fields (notes), although space may not allow.

Selectors can veto off-campus shelving of any monograph.
II. Circulating Materials
A. Monographs
We recommend that the twelve-year circulation date be reduced to ten years. A Gardner (MAIN) Stacks book that has not circulated in ten years will be sent to NRLF.

Systems Office is asked to create cards for circulating monographs in LC call number order, with further refinements when possible such as by language for area studies selectors. We would also like a count of how many cards appear in each LC classification.

Information to appear on printed cards (or in an online tool) for circulating monographs, in this order are: call number, author, title (author and title fields should contain 85 characters, which would be especially useful for government document titles), publisher, date of publication, date added to GLADIS, copy, language code, country code, bibrecnum, barcode, summary note, also of interest would be any 5xx fields (notes), although space may not allow.

Selectors can veto off-campus shelving of any monograph.

B. Multi-volume Monographs (MVMs)
Identify multi-volume monographs that have inadvertently been split-shelved: some volumes in the Gardner (MAIN) Stacks and some in NRLF. Systems is asked to create a list in LC Classification in call number order. Multi-volume monographs should be shelved in one location, i.e., all volumes should be shelved on- or off-campus. Selectors will use the list to determine the shelving location for serial titles.

III. Current Practices
A. If selectors are interested in continuing to manually review Gardner (MAIN) Stack collections, we recommend that they have the option of making an appointment for a “walk through” of their Main Stack collections with the Stacks Manager in addition to the automatic (card or online) review selection process.

B. Recommend that Technical Services continue to provide “Process for NRLF” flags to selectors who wish to flag items to go directly from Technical Service processing to off-campus shelving. In addition, we ask that statistics be made available to selectors for items flagged for NRLF and the number of items that are sent directly to NRLF on receipt. Items sent directly to NRLF should be counted as part of the Gardner (MAIN) Stacks annual quota.

IV. Issues to be resolved
Statistics are needed annually on the number of volumes sent for off-campus shelving by LC classification and the number of Main Stack volumes currently in NRLF, also by LC classification.