

Using Melvyl to screen for duplicate deposits

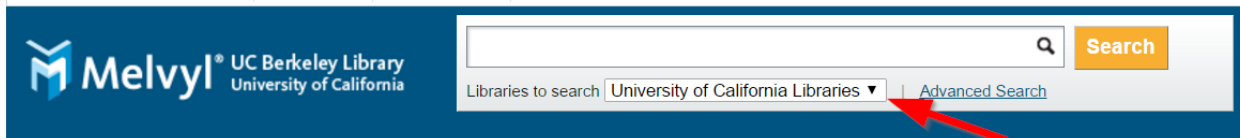
Recommendations from NRLF and SRLF to the Campuses

Updated November 7, 2016

Effective July 1, 2010, depositors must screen both Northern Regional Library Facility (NRLF) and Southern Regional Library Facility (SRLF) holdings for duplicate copies prior to shipment. Depositors and RLF staff should perform searches on Melvyl to determine deposit eligibility. It is expected that depositors will check for duplication within a short time before shipping.

A. Step 1: Searching on Melvyl

1. The default search on Melvyl is the keyword search. Libraries to search should be set to University of California Libraries:



Melvyl® UC Berkeley Library
University of California

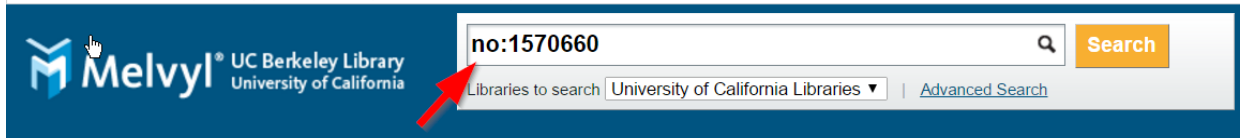
Search

Libraries to search University of California Libraries | [Advanced Search](#)

It is faster and more precise to search by a number. The best match is the OCLC number.

Enter "no:[OCLC no.]

Other commands are: ISSN number: n2; ISBN number: bn; Author: au; Title: ti; Exact Title: xt



Melvyl® UC Berkeley Library
University of California

no:1570660 Search

Libraries to search University of California Libraries | [Advanced Search](#)

2. Use **Advanced Search** function for more options:

Enter search terms in at least one of the fields below

Keyword:	
Title:	geographical journal
Author:	royal

Popular Limits (optional)

Only return peer-reviewed articles

Narrow your search (optional)

Limit to: University of California Libraries

Year: to:
e.g. 1971 e.g. 1977

Format: All Formats

Return only items in the format

Some of the databases being searched do not support limiting to holding libraries. Items relevant to your search could be skipped, even if your library owns them. For the most comprehensive results, choose "Libraries Worldwide".

Search Clear

The **Advanced Search** allows the user to limit results by Keyword, Title, Author, ISSN, ISBN, etc. Advanced Keyword, Title, and Author searches can more accurately identify duplicates than an OCLC number search, but these searches are more time consuming.

- a. Always limit the search to **University of California Libraries**. This will exclude non – University of California holdings. In the example above, the title search has been limited to University of California Libraries and to the author “royal” (as in Royal Geographical Society (Great Britain)).
- b. From the hit list, use **Refine Your Search** to further limit results as needed (Author, Year, Language, Content, Topic).

The screenshot shows a search interface with the following elements:

- Databases (122):** WorldCat.org (157), Wiley Online Library (80), WorldCat (45), SpringerLink (18), SAGE Journals (1), Show more...
- Format:** All Formats (157), Article (112), Peer-reviewed (110), Journal, magazine (25), eJournal/eMagazine (13), Book (10), Print book (5), eBook (4), Microform (2), Map (9), Website (1).
- Refine Your Search:** Author: Royal Geographica... (15), Rees Judith (6), Royal Canadian Ge... (5), Royal Geographica... (5), Palin Michael (4), Show more...
- Results 1-10 of about 157 (.17 seconds):**
 - 1. **The geographical journal.** by Royal Geographical Society (Great Britain); eJournal/eMagazine : Document : Periodical. Language: English. Publisher: London : Royal Geographical Society, 1893-. Database: WorldCat. Libraries that own this item: UC Berkeley Libraries.
 - 2. **Scottish geographical journal.** by Royal Scottish Geographical Society.; eJournal/eMagazine : Document : Periodical. Language: English. Publisher: [Edinburgh] : [Edinburgh University Press], [Abingdon, UK] : Routledge, Taylor & Francis Group ©1999-. Database: WorldCat. Libraries that own this item: UC Berkeley Libraries.
 - 3. **Canadian geographical journal.** by Royal Canadian Geographical Society.; Canadian Geographical Society.; Journal, magazine : Periodical. Language: English. Publisher: Ottawa, Royal Canadian Geographical Society. Database: WorldCat. Libraries that own this item: UC Berkeley Libraries.

B. Step 2: Depositors screening NRLF and SRLF holdings for duplicates

1. If there are multiple search results, select title being deposited. Under **University of California Libraries**, click on “[no.] group libraries own this item” to expand the list of UC Libraries that own this title.
 - a. Search for title OCLC no. 2378350:

University of California Libraries

The screenshot shows the University of California Libraries interface with the following elements:

- Get it from this library group Request
- 9 group libraries own this item

Get it from this library group Request

9 group libraries own this item

UC Davis Libraries	check availability for this item
UC Irvine Libraries	check availability for this item
UC Merced Library	check availability for this item
UC San Diego Libraries	check availability for this item
UC Santa Barbara Library	check availability for this item
UC Santa Cruz Library	check availability for this item
UCLA Library	check availability for this item
UCR Libraries	check availability for this item
UCSF Library	check availability for this item

2. In order to check for all RLF holdings, you will need to click twice:
 - a. NRLF detailed holdings are listed under UC Berkeley Libraries. Click “**check availability for this item**” to the right of UC Berkeley Libraries. If NRLF does not appear in the UCB availability list or duplication cannot be determined, check availability under UC Davis, UCSF, and UC-Santa Cruz to see if NRLF holdings are listed.

Example of NRLF holdings:

UC Berkeley Libraries ([Get Current Status Information](#))

Get it in the library


5 copies

Location	Status	Call number	Notes
Library Has:	Current Only		
View item details			
See online holdings at the top of this record			
Library Has:	no.772, no.1339, v.1551, v.2026, v.2129, v.2173, v.2220, v.2347, v.2467, v.2579, v.2595-(1600, 1971, 1982-1983, 1987-1988, 1996, 1998-2000, 2002, 2004, 2006)-Summary incomplete.		Unbound issues on display ; Unbound issues in Current Periodicals, Heyns Reading Room. Latest issue in Browse section. Library use only.
View item details			
Library Has:	v.52:772(Dec 1971)-80:1126, v.80:1128-v.91, v.92:1273-108:1478, 108:1480-157:2127(Mar 1998) (incomplete)		
Hide item details			
NRLF (UCD)	v.52:772(Dec 1971)-80:1126, v.80:1128-v.91, v.92:1273-108:1478, 108:1480-157:2127(Mar 1998) (incomplete)	Q1 .N37	


- b. SRLF detailed holdings are listed under UCLA Libraries. Click “**check availability for this item**” to the right of UCLA Libraries. If SRLF does not appear in the UCLA availability list, you can assume there are no holdings at the SRLF.


Example of SRLF holdings:

UCLA Library ([Get Current Status Information](#))

 Get it online

Resource	Description
Selected article text for Jan 2002- [Latest 1 month not available online].	Academic search complete. Restricted to UC campuses
Selected article text for 2002- [Latest month not available online].	MasterFILE premier. Restricted to UC campuses
Selected article text for 1998-	LexisNexis academic. Restricted to UC campuses

 Get it from a member of the library group

 7 copies

Location	Status	Call number	Notes
Library Has:	v.9-v.37, v.39-v.2708, v.2710-v.2714(1961-2012, 2012/2013-2016);Summary incomplete.		Note: no.2219 never published ; After v.106 Biomed keeps the latest three years only ; Library Retains Current 12 months Only
View item details			
Library Has:	v.52(1971) v.53-116(1972-1987) v.117-119(1988), v.122-124(1989), v.125-128(1990) v.129-130, 132(1991), v.133-136(1992) v.138-140(1993/1994), v.142-144(1994), v.145-148(1995) v.149, 151-152(1996), v.153-154(1997), v.160-162(1998/1999-1999), v.168(2000), v.169, 171-172(2001), v.173-174(2002) v.175.no.2350-2353, 2355-2362(2002), v.176-179(2005-2003) v.180.no.2417-2428(2003/2004), v.181(2004) v.182.no.2441-2446(2004), v.183.no.2454-2458(2004), v.184.no.2460-2472, 2474-2480(2004/2005), v.185(2005), v.187.no.2510-2517(2005), v.188(2005/2006) v.189.no.2540-2544(2006), v.190(2006) v.191.no.2560-2569(2006), v.193.no.2585, 2587-2588, 2590-2594, 2596-2597(2007), v.194.no.2598, 2600, 2602-2610(2007), v.195-196(2007-2007/2008) v.197.no.2637-2644(2008)		CLU;CUI;committed to retain
Hide item details			
SRLF - Building Use Only	v.52(1971) v.53-116(1972-1987) v.117-119(1988), v.122-124(1989), v.125-128(1990) v.129-130, 132(1991), v.133-136(1992) v.138-140(1993/1994), v.142-144(1994), v.145-148(1995) v.149, 151-152(1996), v.153-154(1997), v.160-162(1998/1999-1999), v.168(2000), v.169, 171-172(2001), v.173-174(2002) v.175.no.2350-2353, 2355-2362(2002), v.176-179(2005-2003) v.180.no.2417-2428(2003/2004), v.181(2004) v.182.no.2441-2446(2004), v.183.no.2454-2458(2004), v.184.no.2460-2472, 2474-2480(2004/2005), v.185(2005), v.187.no.2510-2517(2005), v.188(2005/2006) v.189.no.2540-2544(2006), v.190(2006) v.191.no.2560-2569(2006), v.193.no.2585, 2587-2588, 2590-2594, 2596-2597(2007), v.194.no.2598, 2600, 2602-2610(2007), v.195-196(2007-2007/2008) v.197.no.2637-2644(2008)	Q1 .N42 [Barcode:D0001998665]	

- c. Note: Staff using UC Berkeley's Melvyl portal should see UCB's holdings automatically displayed by default. Staff using UCLA's Melvyl portal should see UCLA's holdings automatically displayed by default.

The following circulating collections should be screened for duplication:

- NRLF (UCB)**
- NRLF (UCD)**
- NRLF (UCSC)**
- NRLF (UCSF)**
- NRLF (Shared Print - IEEE Journals and Proceedings)**
- NRLF (California State Library)**

852 \$b sr (SRLF): Regular SRLF stacks

852 \$b srucl% (SRLF University of California Libraries): Shared Print collections

852 \$b srbuo (WEST): WEST Collection at SRLF

3. **Status** - Once inside the UCB and UCLA availability displays, the **STATUS** column provides the summary holdings statements (866, 867, and 868) for each location where the call number and volumes are held. If there are multiple 86x statements for a location, a | **(bar)** or , **(comma)** delineates the transition from one 86x statement to another 86x statement.
4. **View item details** – Click on the + **View item details** to expand the holdings at NRLF and SRLF locations.
5. **Call number:** This field displays the call number associated with that location (if applicable). Note: **Volume display in Call Number column is not always in order.** Staff screening SRLF holdings can also use the SRLF Owning Unit Viewer tool (<http://164.67.222.30:8085/SOUV>) to sort volumes as needed. Instructions available at link.

C. Step 3: RLF staff screening deposits for duplicates

1. Some NRLF and SRLF holdings may not appear in Melvyl. NRLF and SRLF staff may check local databases for duplicates.
2. RLF staff may use Melvyl to check other RLF's holdings as well. Rationale for this redundant duplication search are the lag times in processing items at NRLF and SRLF and record loads from NRLF and SRLF into Melvyl.
3. RLF staff may identify duplicates during the processing stage. Any duplicates they find will be rejected and returned to the depositing campus.

D. Contact information

Questions regarding RLF deposit or holdings should be directed to:

1. NRLF: Tim Converse (tconvers@library.berkeley.edu; 510.642.6244)
2. SRLF: Tin Tran (tintran@library.ucla.edu; 310-206-2013)