

## UCI's SRLF Processing Policies

10/17/2000

Note: The following policies and procedures have been in effect for several years.

**SRLF deposit policies and procedures** (for more complete description see SRLF website):

- Duplicate copies are not permitted in the SRLF circulating collections.
- If a library deposits a copy in the SRLF restricted collection, another library may deposit a copy in SRLF's circulating collection.
- Libraries may not send a copy to SRLF and keep a copy in their on-site collections unless it is in Special Collections.
- Analytics: Volumes in partially analyzed titles are shelved as serials. Volumes in fully analyzed titles are shelved as monographs.

**UCI processing policies:**

- Materials selected for SRLF's non-restricted collections are automatically withdrawn if another institution has deposited them in SRLF's non-restricted collections. (Since GID learned of this policy, they have been pre-searching GID materials in MELVYL to see if they have been deposited or not.)
- If monographic materials circulate in the time between their selection for SRLF & their processing for SRLF, they are removed from the SRLF workflow. (This includes analytics.)
- If a single volume or range of volumes in a straight serial title has been selected for SRLF shipment, Catalog Maintenance staff also sends any earlier volumes in that title to SRLF. This includes volumes in an earlier serial title. (This includes unanalyzed, classed together monographic series.)

**Analyzed serial titles (monographic series and selected conference titles cataloged as classed together serial titles):** Analytics may be deposited, but where they are shelved at SRLF and how UCI's holdings display in MELVYL depends on whether or not analytic records exist in ANTPAC for all of the volumes sent. If ANTPAC contains analytics for each volume, the location in ANTPAC's cover serial record and component serial and monographic analytics is changed to reflect the SRLF location and the volumes are sent and shelved as monographs. However, if all volumes do not have analytics, then all volumes are sent and shelved as a serial title.

- **Partially analyzed titles:** Both officially partially analyzed titles and those "fully analyzed" titles for which ANTPAC lacks all component analytic records, are sent to SRLF as serials. This means that in MELVYL the serial title's location is shown as SRLF, but the analytics show as UCI. (If someone finds one of the analytic records in MELVYL and contacts ILL to page it, ILL staff search ANTPAC, and finds that ANTPAC analytic & serial cover records indicate that the material is at SRLF.)
- **Fully analyzed titles:** Fully analyzed titles for which each component part has an analytic in ANTPAC are sent to SRLF as monographs. This means that both the analytic and cover record in MELVYL indicate that the holdings are at SRLF.

**Paging/Recalling for relabels:** Since SRLF does not shelve according to UCI's call number, it is not necessary to "correct" the spine labels. The Catalog Maintenance Team leader (usually in consultation with the Catalog Dept. Head) will make any exceptions to this policy.

**Recataloging monographs to serials and serials to monographs:** Generally, it is best not to recatalog titles from monograph to serial if UCI has holdings at SRLF. Since SRLF will not move materials originally shelved as one format to the other format's storage area, the ANTPAC mono. record cannot be deleted. Accordingly, complex references must be made between the serial and mono. records to allow access to the materials and minimize confusion in both ANTPAC and MELVYL.

**De-accessioning material from SRLF:** All requests must be submitted to and approved by the AUL for Collections. Any materials must be returned directly to Catalog Maintenance for records work prior to being returned to the on-site UCI collections.