

# Guidelines and Criteria for Selection of Materials

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Titles must be currently held by at least 2 participating libraries

- Priority should be given to titles held by multiple institutions
- Exact match for every volume of a lengthy serial runs is not necessary

When placing serial runs into the collection, priority should be given to complete or near complete serial runs.

- Choose titles with strong local holdings with long runs
- Put out a call (via email) for other participating libraries to contribute obvious gap volumes to the shared storage model. List of email contacts can be found on the JLF website.

Government Documents Received Through the Federal Depository Library Program

- Cannot be placed in JLF because the federal and state governments retain ownership and subsequently the items are not eligible for RIC designation

Accepted Formats

- Primarily codex format
- Individual serial issues accepted but each issue must be barcoded and have a unique item record created for it
- Chemically stable microfilm
- Audio/video media stored on edge (albums, tapes, DVDs)

Non-accepted Formats

- Flat large item storage (maps & pictures)
  - Eats a lot of space as must either store flat or use vertical hanging configurations with large spacing between shelves
  - Likely to undermine RIC, particularly with regard to pictures
  - The maximum tray size is 15 inches tall by 11.125 inches deep with a 17 inch shelf height. Any materials with dimensions larger than this cannot be sent to JLF.
- Fiche – weight too heavy for standard shelf specifications
- Archival boxes
  - Ephemera, such as pamphlets and clippings
  - Memorabilia and artifacts
- Materials with significant chemical deterioration that could lead to high flammability or materials needing special preservation/conservation environment, mold abatement, or pesticide treatments