

# Transfer Processes Recommendations for Materials Going to the Joint Library Facility (JLF)

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## I. General Information

This document is a guide for Originating Libraries as they prepare and send materials to the Joint Library Facility (JLF) of the Texas A&M University System and the University of Texas System.

- All items going to JLF are required to have an individual item record with a scan able barcode entered in the record and on the item. This item record must be linked to the holdings record which must be linked to the bibliographic record. The reason for this is because items will be organized by size in JLF, and the only way to locate items will be by item barcode.
- All items going to JLF need to display to your users in your local OPAC that the item is located at JLF.
- For ILL purposes, all items going to JLF must have their OCLC and/or SERHOLD symbol changed to the Joint Library Facilities' symbols.
- The preferred hierarchy of encoding levels for the OCLC record chosen for items in JLF is the following:
  - The preferred level should be blank (the highest encoding level), followed by level 'i' if no matching level blank record can be identified, followed by lower encoding levels.
  - Contributing libraries should not be choosing level 3 records that come from publishers or vendors.
  - The OCLC record for a JLF title should be from an English-speaking country if possible so that the subject headings and notes are in English.
- JLF will not accept duplicate items. Please check the JLF OPAC before you begin processing items for JLF to make sure the item is not already at JLF. In order to avoid having two contributors processing the same title simultaneously, a communication model will be created so that participants will know what titles they can process.
- Materials held at JLF will be discoverable three ways: through OCLC/SERHOLD, the originating library's local public interface and through the JLF OPAC. Each discovery tool has its own function for JLF.
  - Illiad (OCLC) and Docline (SERHOLD) will insure that the majority of Interlibrary Loan requests can directly route to JLF. For those schools who do not use OCLC (Illiad) or SERHOLD (Docline) for their interlibrary loan processes a website has been created for you to submit your ILL requests.
  - The originating library's OPAC will indicate to their individual users what material was sent from their library to JLF. In addition your ILS will indicate items your library claimed as a Resource in Common (RIC).

- The JLF OPAC is to be used by the originating libraries processing teams to see what titles (with volumes if it applies) were sent by other participating libraries to JLF. The JLF OPAC will be key since JLF will be using the RIC model and is discouraging duplication. All bibliographic records (for titles sent to JLF.) and item records (**this has yet to be confirmed**) will be uploaded by the originating libraries records to an FTP site, (which will be forthcoming).

## II. Best Practices for Sending Items to JLF

- It is highly recommended that for quality control in retrieving records of items going to JLF, you do not use student workers to update anything in OCLC/ SERHOLD or to create item records.
- When processing items for JLF, it is recommended that each item barcode is scanned to ensure that it is readable and that the barcode matches the piece in hand.
- When withdrawing physical items that you will claim as a RIC it is recommended that you place a local note in the bibliographic or holdings record indicating that you discarded the physical copy of an item and that you claimed that item as an RIC.
- When placing an item into JLF it is recommended that you place a local note into your bibliographic or holdings record indicating that the item was originally owned by your institution.
- It will not be necessary to edit catalog records to match the current bibliographic standard, i.e., if a record was created under AACR it will not be necessary to upgrade it to AACR2, and it will not be necessary to change AACR2 records to RDA or vice-versa.
- Serials records do not have to be CONSER records but should meet the CONSER Standard Record guidelines (see <http://www.loc.gov/catdir/cps0/conserdoc.pdf> )

## III. OCLC Instructions

As stated above, all titles going into JLF will need to have their OCLC symbol switched to the JLF Library Symbol (which is TXJLF) in OCLC. If you don't use OCLC but use SERHOLD please see the appropriate section below. *It is important to note: libraries can pay a one-time fee to OCLC (approximately \$250) to have OCLC flip their OCLC symbol to JLFs symbol in a batch process. This process would need to be handled between each school and with OCLC.*

- 1. Library holds only one copy- This is for Libraries who only have one copy of the item in their stacks and will be sending this item to JLF.**
  - a. Log into your home Library's OCLC account and remove your library Symbol from OCLC.
  - b. Log into JLF's Library's OCLC account (each participating library will need a user name and password for JLF access which will be given to them) and add the JLF library symbol (TXJLF) to the exact same record you deleted your library's OCLC symbol from.
- 2. Library holds multiple copies - This is for Libraries who have more than one copy of the item in their stacks and will be sending only one copy of this item to JLF and will be keeping (in their stacks) the other copies.**

- a. Keep your OCLC Symbol on the bibliographic record
- b. Log into JLF's Library's OCLC account (each participating library will need a user name and password for JLF access which will be given to them) and add the JLF library symbol (TXJLF) to the exact same record.

#### **IV. SERHOLD Instructions for Medical Libraries**

As stated above, all titles going into JLF will need to have their SERHOLD symbol switched to the JLF Library Symbol (which is TXUOGR) in SERHOLD. Each SERHOLD library will be given a user name and password to access the JLF SERHOLD account. If you don't use SERHOLD but use OCLC please see the appropriate section above. **Note to non-SERHOLD libraries:** SERHOLD is based on the NLM databases, not OCLC, so there are no duplicate records. SERHOLD includes volume holdings, but only complete volumes. It is a fill-in-the-blank data entry for volumes, so there is no use of encoding levels.

##### **1. Changing holdings from your library to JLF works best on a two window set-up because you will need to use two open browsers.**

- a. Open two browsers and log onto your SERHOLD account in one browser and log onto the JLF SERHOLD account in the other.
- b. Retrieve the title to be moved to JLF in both browsers.
- c. In your SERHOLD account, display your holdings by clicking the Edit button.
- d. In the JLF account, click the Add button to open a holdings interface.
- e. Transcribe your library holdings to the JLF holdings. After saving the JLF holdings and verifying that they are the same as your library holdings, delete your holdings.

#### **V. Resource in Common Instructions for OCLC libraries**

As stated above, all titles going into JLF will need to have their OCLC symbol switched to the JLF Library Symbol (which is TXJLF) in OCLC. If you don't use OCLC but use SERHOLD please see the appropriate section below. Before Claiming an RIC you will need to contact the Director of JLF who will need to send you the barcode numbers with their corresponding volume information for your local catalog. This step is found below.

##### **1. Library holds only one copy- This is for Libraries who only have one copy of the item in their stacks and will be sending this item to JLF.**

- a. Log into your home Library's OCLC account and verify that the JFL OCLC symbol (TXJLF) is on the record. If it is remove your library symbol from OCLC.
- b. If the JLF symbol (TXJLF) is not attached to the record do not remove your library Symbol from OCLC but rather check the JLF OPAC to see if the title and record information is equal to what the person has in hand.

- c. If the title and record information is equal to what the person has in hand, then the person needs to check to see if JLF's OCLC symbol is either missing from the OCLC record or if it is on another duplicate bibliographic record.
- d. If it is on another duplicate record, use your professional judgment to make a decision on what you believe is the best record.
  - i. If you believe that the record that currently holds the JLF OCLC symbol is the best record then: Overlay/replace the record in your catalog with the JLF OCLC record and remove your OCLC symbol.
  - ii. If you believe that the record that currently holds your OCLC symbol is the best record or that the JLF OCLC symbol is missing from the record then: contact the Director of JLF and let them know that either the library that placed the item into the facility did not change their OCLC symbol to JLF's symbol or the symbol is on a poorer quality record. When the Director of JLF receives this email asking to initiate this verification process, she will need the following information (suggest creating a form) from the initiating library:
    - Title of item
    - Author / Editor (if item is not a journal)
    - OCLC number
    - ISSN / ISBN / LCCN
    - If this is a journal, any title change of the item
    - Scanned Copy of the title page and verso of the piece or in a case of a journal the cover and publication information page.
  - iii. The JLF Director will verify that the piece is the same/different by pulling it from the JLF stacks
  - iv. If it is the same the director will contact the library who originally placed the title in JLF and open up a dialogue about the record in question.
  - v. Once a decision has been made, the Director will contact the initiating library by email to let them know the outcome of the dialogue.

**2. Library holds multiple copies - This is for Libraries who have more than one copy of the item in their stacks and will be sending only one copy of this item to JLF and will be keeping (in their stacks) the other copies.**

- a. Keep your OCLC Symbol on the bibliographic record
- b. Log into your home Library's OCLC account and verify that the JFL OCLC symbol (TXJLF) is on the record. **Do not remove** your library symbol from OCLC.
- c. If the JLF symbol (TXJLF) is not attached to the record check the JLF OPAC to see if the title and record information is equal to what the person has in hand.

- d. If the title and record information is equal to what the person has in hand, then the person needs to check to see if JLF's OCLC symbol is either missing from the OCLC record or if it is on another duplicate bibliographic record.
- e. If it is on another duplicate record, use your professional judgment to make a decision on what you believe is the best record.
  - iii. If you believe that the record that currently holds the JLF OCLC symbol is the best record then: Overlay/replace the record in your catalog with the JLF OCLC record but do not remove your OCLC symbol.
  - iv. If you believe that the record that currently holds your OCLC symbol is the best record or that the JLF OCLC symbol is missing from the record then: contact the Director of JLF and let them know that either the library that placed the item into the facility did not change their OCLC symbol to JLF's symbol in OCLC or the symbol is on a poorer quality record. When the Director of JLF receives this email asking to initiate this verification process, she will need the following information (suggest creating a form) from the initiating library:
    - Title of item
    - Author / Editor (if item is not a journal)
    - OCLC number
    - ISSN / ISBN / LCCN
    - If this is a journal, any title change of the item
    - Scanned Copy of the title page and verso of the piece or in a case of a journal the cover and publication information page.
  - vi. The JLF Director will verify that the piece is the same/different by pulling it from the JLF stacks
  - vii. If it is the same the director will contact the library who originally placed the title in JLF and open up a dialogue about the record in question.
  - viii. Once a decision has been made, the Director will contact the initiating library by email to let them know the outcome of the dialogue.

## **VI. Resource in Common Instructions for SERHOLD libraries**

### **1. Library holds only one copy- This is for Libraries who only have one copy of the item in their stacks and will be sending this item to JLF.**

Changing holdings from your library to JLF works best on a two window set-up because you will need to use two open browsers.

- a. Open two browsers and log onto your SERHOLD account in one browser and log onto the JLF SERHOLD account in the other.
- b. Retrieve the title to be moved to JLF in both browsers.

- c. In your SERHOLD account, display your holdings by clicking the Edit button.
- d. In the JLF account, click the Add button to open a holdings interface.
- e. Transcribe your library holdings to the JLF holdings.

**2. Library holds multiple copies - This is for Libraries who have more than one copy of the item in their stacks and will be sending only one copy of this item to JLF and will be keeping (in their stacks) the other copies.**

Changing holdings from your library to JLF works best on a two window set-up because you will need to use two open browsers.

- a. Open two browsers and log onto your SERHOLD account in one browser and log onto the JLF SERHOLD account in the other.
- b. Retrieve the title to be moved to JLF in both browsers.
- c. In your SERHOLD account, display your holdings by clicking the Edit button.
- d. In the JLF account, click the Add button to open a holdings interface.
- e. Transcribe your library holdings to the JLF holdings.

**VII. Recommendations for processing items going to JLF (Not claiming as a RIC) in your local catalog**

Once the changes to the Library's OCLC/SERHOLD records/symbol has been address the Library begins work in its local catalog to reflect the necessary changes for the items going to JLF.

1. All items going to JLF need to show to your users in your OPAC that the item is located at JLF. Item type (loan code) should be changed to whatever your library chooses. (Note: all items from JLF will be ILL'd for 60 days circulation time)
2. JLF requires that individual item record with a scan able barcode be entered in the record and on the item. This item record must be linked to the holdings record which must be linked to the bibliographic record. The reason for this is because items will be organized by size in JLF, and the only way to locate items will be by item barcode.
3. Although not required, each library might consider placing a note in the holding record to indicate that the item was originally purchased at their library.
4. Once the record changes have been made the record must be copied, and uploaded to the file transfer protocol (FTP) site. This site location which will be sent to each library. (Recommend speaking to your system office so that they can copy and upload these records)
5. JLF will download the records and will use these records in the JLF OPAC.
6. JLF will place an "original ownership" note in the holding record in a 599 field. For purposes of reporting, this note must be standard and will look like this: **599 \_\_ a original ownership TXA.**
7. JLF will create the item records and update the holdings. (it is hoped that this step can be automated via the ftp site but until we have access to the software we cannot tell if we can ftp holdings and item records.

## **Recommendations for claiming RIC items that is already at JLF in your local catalog**

Once the change to the Library's OCLC/SERHOLD records/symbol has been address the Library begins work in its local catalog to claim RIC items already at JLF.

1. As stated above, before claiming an RIC you will need to contact the Director of JLF who will send you the barcode numbers with their corresponding volume information for your local catalog changes.
2. All items going to JLF are required to have an individual item record with a scan able barcode entered in the record and on the item. This item record must be linked to the holdings record which must be linked to the bibliographic record. The reason for this is because items will be organized by size in JLF, and the only way to locate items will be by item barcode. Because the barcodes on your items will be different than those you are claiming as a RIC you will need to change your barcodes (not on the piece because you are discarding the physical item) and possibly your volume enumeration (depending on your binding schedule) in your catalog.
3. After your library updates its holdings and item records, it will need to compare their record to make sure that the volume, chronology and barcode number match the JLF record.
4. All items going to JLF need to show to your users in your OPAC that the item is located at JLF. Item type (loan code) should be changed to whatever your library chooses. (Note: all items from JLF will be ILL'd for 60 days circulation time)
5. Although not required, each library might consider placing a note in the holding record to indicate that the item is claimed as an RIC
6. JLF will place an "RIC" note in the holding record in a 598 field. For purposes of reporting, this note must be standard and will look like this: **598 \_\_ a RIC TXA.**

If JLF currently holds volumes 1-10 and your library wished to add volumes 11-20 to complete the existing run and claim volume 1-10 as a RIC

1. Complete steps under "**Recommendations for claiming RIC items that is already at JLF in your local catalog**" which is above for volumes 1-10. **Than Complete steps under "Recommendations for processing items going to JLF (Not claiming as a RIC) in your local catalog"** which is also above for volumes 11-20.