

List Structure, Timeline and Record policy

Before processing items, libraries need to pre-verify that the material it would like to send to the Joint Library Facility (JLF) is not already in the facility nor is another institution already preparing to send it. This verification is done by checking JLF's online catalog <https://jlfopac.library.tamu.edu/> as well as the spreadsheets of incoming collections (already provided by other participating institutions), available on the JLF website <https://library.tamu.edu/joint-library-facility/>.

After checking these resources, the library can submit its list to JLF for verification. For ease of searching these lists, it is required that submitted lists be structured according to JLF's Collection List Structure for monographs or serials which is located on the JLF website <https://library.tamu.edu/joint-library-facility/>.

If lists stay unprocessed on the JLF website for too long, it creates a burden for contributing libraries of excessive processing Resource in Common (RIC) backlogs of items that might be sent to the facility someday in the distant future.

For this reason, libraries should plan to have shipped all items on a list to JLF within 5 months of the list's approval. If a library has not shipped the items within this time frame, the library should engage with the Director of JLF on a proposed timeline for ingestion. Failure to provide the items in a timely manner, could result in the list being removed from the website or placed in a "deferred" status with other libraries being able to submit their copies of the item.

Libraries are reminded not to deaccession items from their collection until the RIC copy has been ingested into the JLF collection and appears in the JLF Online Catalog.

***Reminder:** Records for the items being shipped must arrive at JLF one week before the scheduled shipment date. This is to ensure that records are accessible prior to items being accessioned.