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CIC Shared Print Repository

Working Group on Technical Services: Final Report

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EXECUTIVE SUMMARY

INTRODUCTION

The CIC Shared Print Repository's Working Group on Technical Services (WGTS) was one of three initial groups formed in January 2011 to assist in the first phase implementation of this new initiative. The WGTS was charged to:

“... define a basic standard for records representing the SPR holdings, and then advise on how these records should be shared to enable discovery across CIC libraries and beyond. While the primary focus of the WGTS will be to ensure that CIC holdings at Indiana University and other host sites are accessible to potential readers across the CIC, we are also interested in exploring effective opportunities to disclose CIC holdings more broadly in conjunction with national projects being developed by CRL, OCLC, HathiTrust and others

The members of the Working Group are Wes Boomgaarden (Ohio State), Gary Charbonneau (Indiana), Michael Charbonneau (Indiana, Chair), Patricia Kantner (Purdue), and Randall Roeder (Iowa). We would also like to recognize, with appreciation, Hope Barton (Iowa) for her contributions as one of the original members of this group.

SCOPING OUR WORK

To better plan our work, the CIC SPR Working Group on Technical Services developed the following basic assumptions for Phase I development which involves securing a core collection of 250,000-300,000 backfile serial holdings to be housed at Indiana University's Auxiliary Library Facility (ALF):

- x Designated end year for these print serial backfiles are defined as a set of holdings from volume 1 to the year 2010
- x The CIC SPR retention commitment for these materials has been fixed at 25 years

VALIDATION OF PRINT JOURNAL BACKFILES

Validation of a journal backfile includes two parts: 1.) verification of completeness of the backfile in a single location; and: 2.) verification of the condition of the material. By performing verification, CIC SPR partner institutions may be assured that every reasonable effort has been made to secure a near complete, good condition backfile of journal titles.

There are three possible levels of validation for journals:

- x Page level: Check to verify that each page of every issue within a bound volume is present and in good condition.
- x Issue level: Flip through a physical volume looking for obvious missing issues and review the spine label (volume, issue, and date statements) for accuracy
- x Volume level: Look for obvious missing volumes and review the spine label (volume, issue, and date statements) for accuracy

Proposed Guiding Principles Regarding Verification of Completeness for Journal Publications:

- x Completeness checking at the issue-level is the

The proposed methodology for bibliographic/item-level holdings file format and transmission requirements for depositing materials to the Indiana University's ALF host site are outlined in:

x [Appendix A](#)

As part of the pilot project, each participant has been assigned a new OCLC institution symbol to identify the archive institution (or collection) separate from its main institution symbol. Indiana University's new OCLC institution symbol is 'IULSP' (Indiana University Libraries Shared Print). Participants are creating LHRs in OCLC to provide information about an institution's detailed holdings as well as lending and

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APPENDIX A

MARC Record File Formatting Requirements for Depositing Libraries

- File Delivery Parameters
 - x Record Format : UTF-8 (preferred) or MARC-8
 - x Delivery Format: MARC
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APPENDIX B

FORMATTING EMBEDDED ITEM LEVEL HOLDINGS INFORMATION IN A SINGLE MARC RECORD

Example 1:Multiple 1: