

## **TRLN Single Copy Program Operations**

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### **PROGRAM STRUCTURE AND GOVERNANCE**

The process of selecting materials for the Single Copy Program is carried out by the Single Copy Operations Committee, under the direction of the TRLN Collections Council. The Single Copy Program is governed by the "Memorandum of Understanding Concerning the TRLN Single Copy Archive."

The Single Copy Operations Committee has a representative from each of TRLN's 10 separately administered libraries, and should actively seek opportunities to include material in the Single Copy Program.

Once Materials enter the Single Copy Program, they remain the property of the contributing library, and a commitment to perpetual access and service is made to all other TRLN libraries, under the terms of the "Memorandum of Understanding Concerning TRLN Interlibrary and Document Delivery Services."

### **SELECTION CRITERIA AND WORKFLOW**

The Collections Council identifies subject areas in which de-duplication is desirable and communicates that to the Operations Committee, along with indications of which institutions should take the lead on particular collections (e.g. Duke and Chemistry). Members of the Operations Committee work with their local collections councils (and/or other appropriate campus groups) to create lists of titles proposed for contribution, conducting a holdings inventory on each. Lists are submitted to the TRLN Collections Council for approval on a bi-annual basis. This submission and approval may be done electronically and does not have to coincide with a Collections Council meeting.

Urgent requests for title approval can be approved by the TRLN Collections Council Steering Committee at any time.

The Single Copy Archive is for selected printed material that meets the following criteria, as appropriate:

- Electronic availability
- Low-use of material in print
- E-archiving solution in place – agreements with Portico or similar to ensure that all participants maintain their ability to access the content online
- Ability to lend from the electronic copy (desirable)

As a retrospective collection, contributing a title to the Single Copy Program does not obligate the contributor to an ongoing subscription to that title.

### **PRESERVATION CRITERIA**

Volumes contributed to the program should be complete with no easily observed damage. Only these deficiencies should trigger a comparison of volumes from partner libraries.

## **CIRCULATION AND DOCUMENT DELIVERY**

Within TRLN, all borrowing and lending of Single Copy materials will be handled by ILL staff. Contributed volumes retain their circulation status when they enter the Program. The contributing library will also be the lender for volumes in the SCP. Any library withdrawing print materials on the basis of the archive should edit its OCLC or DOCLINE holdings to preclude ILL requests for those print volumes, and public catalogs will clearly indicate the contributing library for staff processing the requests.

## **STORAGE AND LOCATION OF MATERIAL**

Materials in the Single Copy Program may be housed in library stacks or off-site facilities, including the Library Service Center.

Some holdings in the Library Service Center were identified as Single Copy Materials in the pilot phase of this program. All other holdings in the LSC are candidates for the Single Copy Archive or for withdrawal, just as holdings at any other campus location.

The Single Copy Program does not prohibit inter-campus duplication in the Library Service Center or in libraries. Campuses may retain or store items duplicative of materials in the Single Copy Program – subject only to such restrictions within their own institution.

Contributing libraries are responsible for servicing the materials they contribute according to their existing practices and under the terms of their arrangements with any facility (such as the LSC).

## **CATALOGING**

Contributing libraries agree to maintain parallel processing procedures to ensure uniformity of display in Search TRLN or any other potential registry.

The statement "This item is in the Single Copy Archive. Electronic Access is also available" will appear in the 500 field of the bibliographic record, and the contributing library and specified volumes will appear as a summary holdings note. See Cataloging Procedures.

Any revisions to the Cataloging Procedures will be done collaboratively to the extent that they impact bibliographic display in Search TRLN.

## **ASSESSMENT AND STATISTICS**

Operations Committee members will complete inventory and cataloging data forms (available on the Single Copy Operations Committee website) as proposed titles enter the Single Copy Archive. TRLN staff will keep a spreadsheet of "outstanding" and "contributed" titles up to date on the website as data is submitted, along with a summary sheet tracking the number of titles and volumes entered into the Single Copy Archive.

Adherence to cataloging procedures will be measured by sample searches of the TRLN Union Catalog.

Lending activity will be measured by request through sample title searches of Single Copy titles in campus ILLIAD systems.