

APPENDIX: TRLN Single Copy Archive Cataloging Procedures for Duke

Objective: To indicate titles, summary holdings, and locations of items contributed to the TRLN Single Copy Archive by Duke and to indicate the availability of additional volumes contributed by archive partners available to Duke users through interlibrary loan. Indication of the availability of electronic access will also be noted to deflect unnecessary ILL requests. When Duke withdraws items contributed by archive partners, items will be marked with a special item process status.

1. Add to bib record:

500_ _ \$a This title is in the TRLN Single Copy Archive. Electronic access also available.

945_ _ \$a TRLN Single Copy Archive [Add for Duke]

The 500 note allows for keyword retrieval for public view of titles in the TRLN Single Copy Archive. When available, electronic access is noted to alert users and ILL staff to deflect an ILL request when the electronic version may be preferable or satisfactory.

The 945 entry provides an indexed field for the technical record of titles with stable print archives (also used at Duke for indexed access to Portico and LOCKSS project titles).

2. Add to holdings record:

--On the existing holdings record (for archive volumes contributed by Duke), add an additional summary holdings statement note (866 \$z) to identify location and range of Duke volumes contributed to the TRLN Single Copy Archive. When Duke is not the sole contributor, follow the holdings statement with this note: Additional volumes may be requested via ILL. When applicable, follow with a note on the availability of electronic access: Electronic access also available.

a.) When Duke is the sole contributor:

866_0 \$8 0 \$z NOTE: Duke contributed v. 19 (1947)-v. 77 (2005) to the TRLN Single Copy Archive. Electronic access also available.

b.) When Duke is not the sole contributor:

866_0 \$8 0 \$z NOTE: Duke contributed v. 1 (1950)-v. 46 (1995) to the TRLN Single Copy Archive. Additional volumes may be requested via ILL. Electronic access also available.

Add item process status for withdrawn items:

--On items linked to existing holdings record for items withdrawn by Duke (contributed by another TRLN archive partner):

change item process status to

WT: Withdrawn; in TRLN Single Copy Archive.

(also suppress the holdings record if all items at that location are withdrawn; also suppress the bib record if there are no remaining holdings for Duke)

c.) When Duke does not contribute any volumes to the archive:

Add to bib record:

500_ _ \$a This title is in the TRLN Single Copy Archive. Electronic access also available.

Edit 945 note (to allow Duke to find titles for which volumes may be later withdrawn):

**945_ _ \$a TRLN Single Copy Archive
\$z (UNC contributed all vols.)**

--If Duke items are already at LSC

Add to 852 \$x non-public note to LSC location:

\$x (UNC contributed all vols. to TRLN Single Copy Archive)

--If Duke items are not already at LSC

Add to 852 \$x non-public note to holdings record for present location:

\$x DO NOT SEND TO LSC (UNC contributed all vols. to TRLN Single Copy Archive; hold for retention decision)

Retention decisions:

--If decision is made later to withdraw Duke items for vols. contributed by UNC:

Add item process code: **WT** on items withdrawn; suppress the holdings record if all items are withdrawn; suppress bib record if there are no remaining holdings for Duke.

--If decision is made later to retain Duke items:

Change 852 \$x non-public note on Duke's holdings record:

\$x Retain Duke items, even though UNC contributed all vols. to TRLN Single Copy Archive.

EXAMPLES:

Duke OPAC view resulting from keyword search: **TRLN Single Copy**:
(Note that all locations are not displayed in the brief record view)

25 Records for your Full Duke Catalog search "Keywords= TRLN single copy" Sorted by: Title, then Year (Ascending)

Records 1 - 20 of 25 Jump to Text Jump to # [Previous Page](#) [Next Page](#)

#	▼ Author ▲	▼ Title ▲	Format	▼ Year ▲	▼ Location/Call No. ▲
1	<input type="checkbox"/> [Easton, Pa.]American Chemical Society.	Accounts of chemical research [serial].	Journals	1968	Location/Request: Perkins/Bostock Library: Current Periodicals and Newspapers A1 Library Service Center: Periodicals A172C Medical Center Library: Journal Stacks
2	<input type="checkbox"/> New York, NY :Association for Computing Machinery,1996-	ACM Transactions on design automation of electronic systems [serial].	Journals	1996	Location/Request: Vesic Library: Current Periodicals Library Service Center: Periodicals LSC
3	<input type="checkbox"/> New York, NY :Association for Computing Machinery,1991-	ACM transactions on modeling and computer simulation [serial].	Journals	1991	Location/Request: Vesic Library: Current Periodicals Library Service Center: Periodicals LSC
4	<input type="checkbox"/> New York, NY :Association for Computing Machinery,1992-	ACM transactions on software engineering and methodology [serial].	Journals	1992	Location/Request: Library Service Center: Periodicals LSC
5	<input type="checkbox"/> Berlin ;New York :Springer-Verlag,2001-	Analytical and bioanalytical chemistry [serial].	Journals	2002	Location/Request: Perkins/Bostock Library: Periodicals A532N Sent to Binding

Above search is the result of the added (last) 500 note on bib record:

<i>Main Title</i>	245	00	a	Analytical chemistry
			b	[serial].
<i>Imprint</i>	260		a	Washington :
			b	American Chemical Society,
			c	1947-
<i>Physical Des.</i>	300		a	v. ;
			b	ill.
			c	29-31 cm.
<i>Current Fre.</i>	310		a	Semimonthly
<i>Former Fre.</i>	321		a	Monthly,
			b	1947-
<i>Former Fre.</i>	321		a	14 no. a year
			b	Nov. 1979-
<i>Dates of Pub.</i>	362	0	a	Vol. 19, no. 1 (Jan. 1947)-
<i>General Note</i>	500		a	Title from cover.
<i>General Note</i>	500		a	This title is in the TRLN Single Copy Archive. Electronic access also available.
<i>Numbering Note</i>	515		a	The July issue, 1966- is in 2 parts, part 2 with title: Laboratory guide to instrum
<i>Summary Note</i>	520	8	a	Vols. for 1949?- include annual review issue (applications reviews and fundamen
				1964-65 include Buyers guide (formerly issued as part of the review issues); 19
<i>Linking Note</i>	580		a	Supplementary material published separately on microfiche.

Endeca results on keyword search for: TRLN Single Copy Archive:

Results 1 - 20 of 25

Sort By: Title A-Z

Accounts of chemical research [serial]

Format: Journal or Magazine; Serial; Electronic journal; Microfiche; Book
 Published: [Easton, Pa.] American Chemical Society.
 Location: Duke Available [Online](#)
 NC State Available [Online](#)
 UNC Chapel Hill Available [Online](#)

ACM Transactions on design automation of electronic systems [serial]

Format: Journal or Magazine; Serial
 Published: New York, NY : Association for Computing Machinery, 1996-
 Location: Duke Available [Online](#)
 UNC Chapel Hill Available [Online](#)

ACM transactions on modeling and computer simulation [serial]

Format: Journal or Magazine; Serial
 Published: New York, NY : Association for Computing Machinery, 1991-
 Location: Duke Available [Online](#)
 NC State Available [Online](#)
 UNC Chapel Hill Available [Online](#)

Display result for a single title in Endeca showing all locations:

Accounts of chemical research [serial]. [Request this title](#)

Format: Book; Journal or Magazine; Serial; Electronic journal; Microfiche
 Published: [Easton, Pa.] American Chemical Society.
 Language: English

Location	Details	Subjects	
Show summary holdings			
Duke			
Medical Center Library	Journal Stacks		Browse Volumes
Library Service Center	Periodicals	A172C	Browse Volumes
Perkins/Bostock Library	Current Periodicals and Newspapers	A172C	Browse Volumes
NC State			
Search for electronic access			
D.H. Hill Library	Microforms	QD1 .A32	Browse Volumes
D.H. Hill Library	Stacks	QD1 .A32	Browse Volumes
UNC Chapel Hill			
Available Online			
Chemistry Library	Chemistry Library Reserve		Browse Volumes
Chemistry Library	Chemistry Library Journals		Browse Volumes
Storage	Storage--Use Request Form		Browse Volumes

Detailed display for Duke location:

Location	Details	Subjects	
Show summary holdings			
Duke			
Medical Center Library	Journal Stacks		Browse Volumes
Library has 1-28 (lack 21 no 12) ; ; ; Library has 1-28 (lack 21 no 12)			
Library Service Center	Periodicals	A172C	Browse Volumes
LIBRARY HAS: 1(1968)- TO DATE. Current (unbound) issues in Perkins Current Periodicals; Earlier volumes at Library Service Center // Earlier vols.: v.1(1968)-v.38(2005) are marked as "Chem. Per." NOTE: Duke contributed v.1(1968)-v.38(2005) to the TRLN Single Copy Archive. Electronic access also available.			
Perkins/Bostock Library	Current Periodicals and Newspapers	A172C	Browse Volumes
LIBRARY HAS: 1(1968)- TO DATE. Current (unbound) issues in Perkins Current Periodicals; Earlier volumes at Library Service Center.			

Technical views of titles retrieved with keyword search:
 wrd=TRLN single copy archive

1. Brief List 2. My Records 3. Brief Records				
<input type="button" value="<<"/> <input type="button" value=">>"/> <input type="text" value="Keywords= trln single copy"/>				
Sorted by Title (Ascending)				
Doc no.	Author	Title	Year	Standard No.
1/25		Accounts of chemical research [serial].	1968	0001-4842
2/25		ACM Transactions on design automation of electronic systems [serial].	1996	1084-4309
3/25		ACM transactions on modeling and computer simulation [serial].	1991	1049-3301
4/25		ACM transactions on software engineering and methodology [serial].	1992	1049-331X
5/25		Analytical and bioanalytical chemistry [serial].	2002	1618-2642
6/25		Analytical chemistry [serial].	1947	0003-2700
7/25		Annual review of physical chemistry [serial].	1950	0066-426X
8/25	Biochemistry (Easton, Pa.)	Biochemistry [serial].	1962	0006-2960
9/25	Bioelectrochemistry and bioenergetics (Lausanne, Switzerland)	Bioelectrochemistry and bioenergetics [serial].	1992	0302-4598
10/25		Biomacromolecules [serial].	2000	1525-7797
11/25		Biophysical chemistry [serial].	1973	0301-4622
12/25		Biopolymers [serial].	1963	0006-3525
13/25		Biosensors & bioelectronics [serial].	1990	0956-5663
14/25		Chemical reviews [serial].	1924	0009-2665

Alternate Authors search on: **TRLN** (local indexed 945 field used for Portico, LOCKSS archival projects)

Note that this is a good search for staff to identify titles that need to be reviewed for retention decisions (when UNC contributes all volumes, Duke could review for withdrawal).

Example of Technical View (resulting from 945 note on bib record):

945 a Portico
 945 a TRLN Single Copy Archive

# Docs	Ref.	Headings	Auth. info.
1		Trlin, Andrew Drago.	
20		TRLN Single Copy Archive	
5		TRLN Single Copy Archive (UNC contributed all vols.)	

Holdings records:

-- **When Duke is the sole contributor** of all volumes in the archive, add an 866 summary holdings note (866 \$z) to indicate the range of TRLN Single Copy Archive volumes contributed. Add note on electronic access, when available, to deflect ILL requests. (No internal or public notes on item records are required for items contributed.)

866 0 8 0
 a LIBRARY HAS: v. 19 (1947)- TO DATE. Current (unbound) issues in Perkins Current Periodicals; Earlier volumes at Library Service Center // Earlier vols. v. 19 (1947)-v. 78 (2006) are marked as "Chem. Per"
 z CURRENTLY RECEIVED PERIODICALS
 866 0 8 0
 z NOTE: Duke contributed v. 19 (1947)-v. 77 (2005) to the TRLN Single Copy Archive. Electronic access also available.

-- **When Duke is not the sole contributor** of all volumes in the archive, also add this note to Duke's summary archive holdings: **Additional volumes may be requested via ILL.** When available, follow with the note on electronic access.

866 0 8 0
 a LIBRARY HAS: 1(1950)-46(1995) in Library Service Center
 866 0 8 1
 a >>> NOTE: 47(1996) in VESIC Stacks.
 866 0 8 0
 z NOTE: Duke contributed v. 1 (1950)-v. 46 (1995) to the TRLN Single Copy Archive. Additional volumes may be requested via ILL. Electronic access also available.

Do not provide location or summary holdings info for Archive partners. Requesters can use Endeca SearchTRLN to determine holdings and current location(s) of volumes held by Archive partners.

Withdrawing Duke items when TRLN partner contributes the archive copy:

Item Process Status change for Duke items withdrawn:

When withdrawing Duke items (contributed to the TRLN Single Copy Archive by another TRLN partner), assign the item process status code:

WT: Withdrawn; in TRLN Single Copy Archive.

These items will be suppressed from public view. If all items at the location are suppressed, add the status field: **STA_ _ \$a SUPPRESSED** to the holdings record. If items at all locations are suppressed, also suppress the bib record.

The screenshot shows a library catalog interface. At the top is an 'Items List' table with columns: Sublibrary code, coll. code, Call number, Description, B-C, Notes, Status, and Process Status. The table contains six rows of data for VESIC PVP volumes v.2 through v.7. The 'Status' column for all rows is 'Withdrawn; in TRLN SCA' and the 'Process Status' is 'WT'. A red box highlights the 'Status' and 'Process Status' columns for the first row. Below the table is a 'Sort Options' dropdown set to 'Hol./(Chron/)Enum Ascending'. Below the table is a detailed item record form with tabs: 1. Item Display, 2. General Information (1), 3. General Information (2), 4. Serial Information, 5. Serial Levels, 6. HOL Links. The form fields include: Barcode (B742259), Sublibrary (VESIC), Collection (PVP), Copy Number (1), Material Type (BPER), Hol. Link (2138252), Item Status (06), and Item Process Status (WT). A red box highlights the 'Item Process Status' field.

Note that in cases where volumes to be withdrawn had never been itemized, a single item may be created to indicate the range of items withdrawn. (When compiling statistics on volumes withdrawn, care must be taken to get an accurate count of bibliographic volumes represented by the “summary item.” These items should be easy to identify in an annual report, as they will be assigned a dummy barcode.)

This is a close-up screenshot of a library catalog record for a summary item. The record is displayed on a blue background. The fields are: Sublibrary code 'VESIC', Collection code 'PVP', Call number 'v.2(1995)-v.13(2006)', B-C 'B757538', and Status 'Withdrawn; in TRLN SCA'. The 'Process Status' is 'WT'. Red boxes highlight the call number and the status field.

ED 4/17/2008