Proposal for dealing with NBL duplicates of items stored at the Libraries Annex

From time to time, items that are NBL duplicates of items currently housed in the Libraries Annex are discovered. As it is the official policy of NBL that only the last item held by NBL can be stored in the Libraries Annex, all NBL duplicates of items held in the Annex will be withdrawn from the catalog and collections.

Item information (printout of Annex copy and NBL copy) will be forwarded to Annex staff that will search the Annex for their copy of the item. After verifying that their copy matches the information in the catalog record and is in good condition, Annex Staff will forward the item information to the appropriate Collection Services office so that the NBL copy can be withdrawn and removed. Information will be sent by email to the appropriate party and will plainly show the verified Annex item and the duplicate NBL item.

Items dealing with the humanities will be forwarded to Susan Brower (sbrower@rci.rutgers.edu) at Alex-Collection Services office for processing. Item records dealing with the sciences will be forwarded to Melody Tomaszewicz (melodyt@rci.rutgers.edu) at LSM-Collection Services office for processing.

The DTS staff will withdraw the item in question. If the item to be withdrawn is at the hub library, the material will be pulled, and staff will verify that the item in question matches the record. If it matches, its item line will be deleted from the record. If the material to be withdrawn is at a branch library, the CS staff will charge the item to the appropriate CS-User, and the book will be requested from the branch library.

DTS staff will forward a list of the items to be withdrawn to the appropriate Collection Management person in the unit or branch where the NBL copy is located. CM staff at the unit/branch will remove the item in question from their collection and ship it to the appropriate DTS office. After the book is received at the hub, they will verify that the item in question matches the record and the item line will be charged to BATCHWITH.

Any books that are not on the shelf at the time of search should be charged to MISSING, and have a circulation note added for them “LOCALMAINT; Withdraw when found. Date & Initials.

Collection Management staff by unit/branch

Art Library          Roselyn Riley
Chang Library        Bill Lynch
Chemistry Library    Mike Mansouri
Douglass Library     Bill Lynch
Kilmer Library       Kim Kaiser
Math Library         Melanie Miller
Physics Library      Mike Mansouri
SMLR  Eugene McElroy

All of the above work should be completed in a two week time period. Collection Services staff will decide on the final location for the withdrawn items that are shipped to them. Choices include donating the items to Better World Books or transferring them to Camden/Dana Libraries.

12/08 mt