Using Next Generation Melvyl (NGM) to screen for duplicate deposits
Recommendations from NRLF and SRLF to the Campuses
August 20, 2010

Effective July 1, 2010, depositors must screen both Northern Regional Library Facility (NRLF) and Southern Regional Library Facility (SRLF) holdings for duplicate copies prior to shipment. Depositors and RLF staff should perform searches on NGM to determine deposit eligibility. It is expected that depositors will check for duplication within a short time before shipping.

A. Step 1: Searching on NGM

1. The default search on NGM is the keyword search. Libraries to search should be set to University of California Libraries:

   ![NGM search interface](image1)

   It is faster and more precise to search by a number. The best match is the OCLC number. Enter “no:[OCLC no.]”

   Other commands are: ISSN number: n2; ISBN number: bn; Author: au; Title: ti; Exact Title: xt

2. Use **Advanced Search** function for more options:

   ![Advanced Search interface](image2)
The Advanced Search allows the user to limit results by Keyword, Title, Author, ISSN, ISBN, etc. Advanced Keyword, Title, and Author searches can more accurately identify duplicates than an OCLC number search, but these searches are more time consuming.

3. Always limit the search to University of California Libraries. This will exclude non-University of California holdings. In the example above, the title search has been limited to University of California Libraries and to the author “royal” (as in Royal Geographical Society (Great Britain)).

4. From the hit list, use Refine Your Search to further limit results as needed (Author, Format, Year, etc.)

B. Step 2: Depositors screening NRLF and SRLF holdings for duplicates
   1. If there are multiple search results, select title being deposited. Under University of California Libraries, click on “[no.] group libraries own this item” to expand the list of UC Libraries that own this title.
2. In order to check for all RLF holdings, you will need to click twice:
   a. NRLF detailed holdings are listed under UC Berkeley Libraries. Click “check availability for this item” to the right of UC Berkeley Libraries. If NRLF does not appear in the UCB availability list or duplication cannot be determined, check availability under UC Davis, UCSF, and UC-Santa Cruz to see if NRLF holdings are listed.

Example of NRLF holdings:
b. SRLF detailed holdings are listed under UCLA Libraries. Click “check availability for this item” to the right of UCLA Libraries. If SRLF does not appear in the UCLA availability list, you can assume there are no holdings at the SRLF.

Example of SRLF holdings:

![UCLA Library search results](image)

Example of SRLF holdings:

![UCLA Library search results](image)

Note: Staff using UC Berkeley’s NGM portal should see UCB’s holdings automatically displayed by default. Staff using UCLA’s NGM portal should see UCLA’s holdings automatically displayed by default.

The following circulating collections should be screened for duplication:

- NRLF (UCB)
- NRLF (UCD)
- NRLF (UCSC)
- NRLF (UCSF)
- NRLF (UCL Shared Print - IEEE Journals and Proceedings)
- NRLF (California State Library)

SRLF: Regular SRLF stacks

**SRLF University of California Libraries**: Shared Print Canadiana monograph holdings at SRLF

**SRLF Univ of California Libraries - Building Use Only**: Shared Print journal holdings at SRLF

**SRLF University of California Libraries – Building Use Only**: Shared Print JSTOR and CORESTORE holdings at SRLF

3. **Status** - Once inside the UCB and UCLA availability displays, the STATUS column provides the summary holdings statements (866, 867, and 868) for each location where the call
number and volumes are held. If there are multiple 86x statements for a location, a | (bar) or , (comma) delineates the transition from one 86x statement to another 86x statement.

4. **View item details** – Click on the + View item details to expand the holdings at NRLF and SRLF locations. Staff will be able to see the call number associated with that location (if applicable), as well as all the volumes held at that location.

Note: Volume display in Call Number column is not always in order. Staff screening SRLF holdings can also use the SRLF Owning Unit Viewer tool (http://www.srlf.ucla.edu/Deposit/SOUV/SOUVinfo.aspx) to sort volumes as needed. Instructions available at link.

C. **Step 3: RLF staff screening deposits for duplicates**

1. Some NRLF and SRLF holdings may not appear in NGM. NRLF and SRLF staff may check local databases for duplicates.
2. RLF staff may use NGM to check other RLF’s holdings as well. Rationale for this redundant duplication search are the lag times in processing items at NRLF and SRLF and record loads from NRLF and SRLF into NGM.
3. RLF staff may identify duplicates during the processing stage. Any duplicates they find will be rejected and returned to the depositing campus.

D. **Contact information**

Questions regarding RLF deposit or holdings should be directed to:

1. NRLF: Ginny Moon (vmoon@library.berkeley.edu; 510-642-6244)
2. SRLF: Tin Tran (tintran@library.ucla.edu; 310-206-2013)