

# Using Next Generation Melvyl (NGM) to screen for duplicate deposits Recommendations from NRLF and SRLF to the Campuses

August 20, 2010

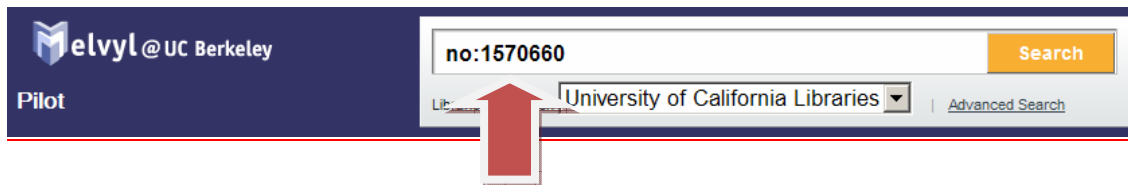
Effective July 1, 2010, depositors must screen both Northern Regional Library Facility (NRLF) and Southern Regional Library Facility (SRLF) holdings for duplicate copies prior to shipment. Depositors and RLF staff should perform searches on NGM to determine deposit eligibility. It is expected that depositors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

## A. Step 1: Searching on NGM

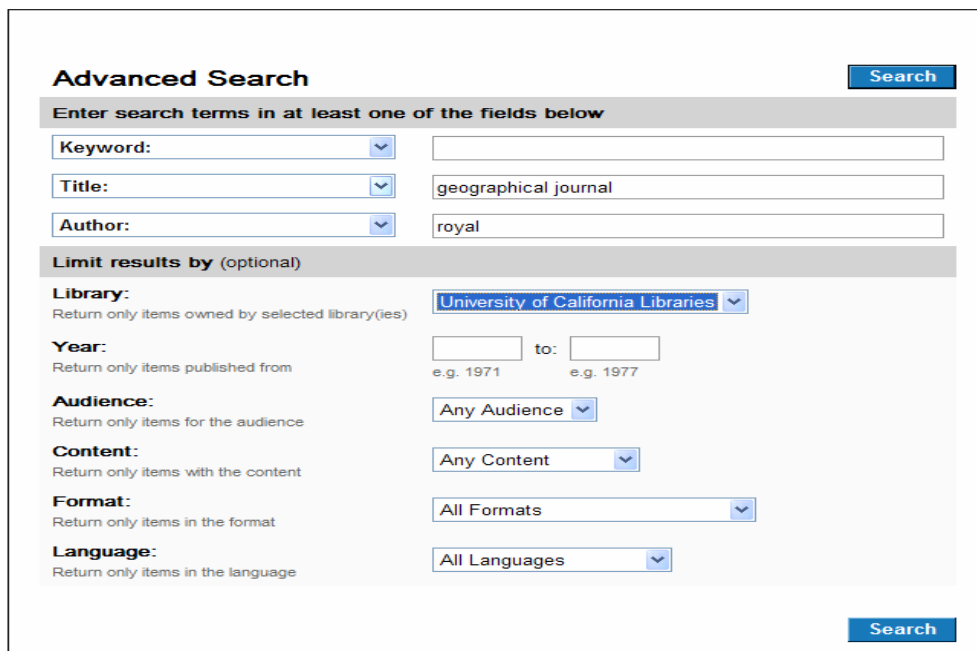
1. The default search on NGM is the keyword search. Libraries to search should be set to University of California Libraries:



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:

A screenshot of the NGM Advanced Search interface. The page is titled 'Advanced Search' and has a 'Search' button in the top right corner. Below the title, there is a section 'Enter search terms in at least one of the fields below' with three input fields: 'Keyword:', 'Title:' (containing 'geographical journal'), and 'Author:' (containing 'royal'). Below this is a section 'Limit results by (optional)' with several filters: 'Library:' (set to 'University of California Libraries'), 'Year:' (with 'to:' and 'e.g. 1971' and 'e.g. 1977'), 'Audience:' (set to 'Any Audience'), 'Content:' (set to 'Any Content'), 'Format:' (set to 'All Formats'), and 'Language:' (set to 'All Languages'). A red arrow points to the 'Library:' dropdown menu. The interface includes the 'melvyl@UC Berkeley' logo and a 'Search' button at the bottom right.

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.

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

Search results for 'ti:geographical journal au:royal' limited to **University of California Libraries**

Search results for 'ti:geographical journal au:royal' limited to **University of California Libraries**

**Refine Your Search** 1-10 of about 30 (.48 seconds)

Select All Clear All Save to: [New List] Save

**Author**  
[Royal Geographica...](#) (7)  
[Royal Geographica...](#) (5)  
[Royal Canadian Ge...](#) (4)  
[Richard Bliss](#) (2)  
[John Arrowsmith](#) (1)  
[Show more ...](#)

**Format**  
[Journal / Magazine / Newspaper](#) (16)  
[Map](#) (8)  
[Book](#) (6)  
[Internet Resource](#) (1)

**Year**  
[1967](#) (3)  
[1963](#) (3)  
[1886](#) (3)  
[1885](#) (2)  
[1831](#) (1)  
[Show more ...](#)

1. [Canadian geographical journal.](#)  
 by Royal Canadian Geographical Society.; Canadian Geographical Society.;  
 Journal, magazine ; Periodical  
 Language: English  
 Publisher: Ottawa, Royal Canadian Geographical Society.  
 Libraries that own this item: **UCLA Library**  
[View all editions and formats](#)

2. [Scottish geographical journal.](#)  
 by Royal Scottish Geographical Society.;  
 Journal, magazine ; Periodical  
 Language: English  
 Publisher: Edinburgh : Edinburgh University Press, ©1999-  
 Libraries that own this item: **UCLA Library**  
[View all editions and formats](#)

3. [The Geographical journal.](#)  
 by Royal Geographical Society (Great Britain);  
 Journal, magazine ; Periodical  
 Language: English

## B. Step 2: Depositors screening NRLF and SRLF holdings for duplicates

- 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.

University of California Libraries

Get it from this library group Request

9 group libraries own this item

University of California Libraries

Get it from this library group Request

9 group libraries own this item

UC Davis Libraries	<a href="#">check availability for this item</a>
UC Irvine Libraries	<a href="#">check availability for this item</a>
UC Merced Library	<a href="#">check availability for this item</a>
UC San Diego Libraries	<a href="#">check availability for this item</a>
UC Santa Barbara Library	<a href="#">check availability for this item</a>
UC Santa Cruz Library	<a href="#">check availability for this item</a>
UCLA Library	<a href="#">check availability for this item</a>

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:**

UC Berkeley Libraries

Get it online

Resource	Description
<a href="https://sunsite2.berkeley.edu">sunsite2.berkeley.edu</a>	Request an article from NRLF (photocopy or web delivery)

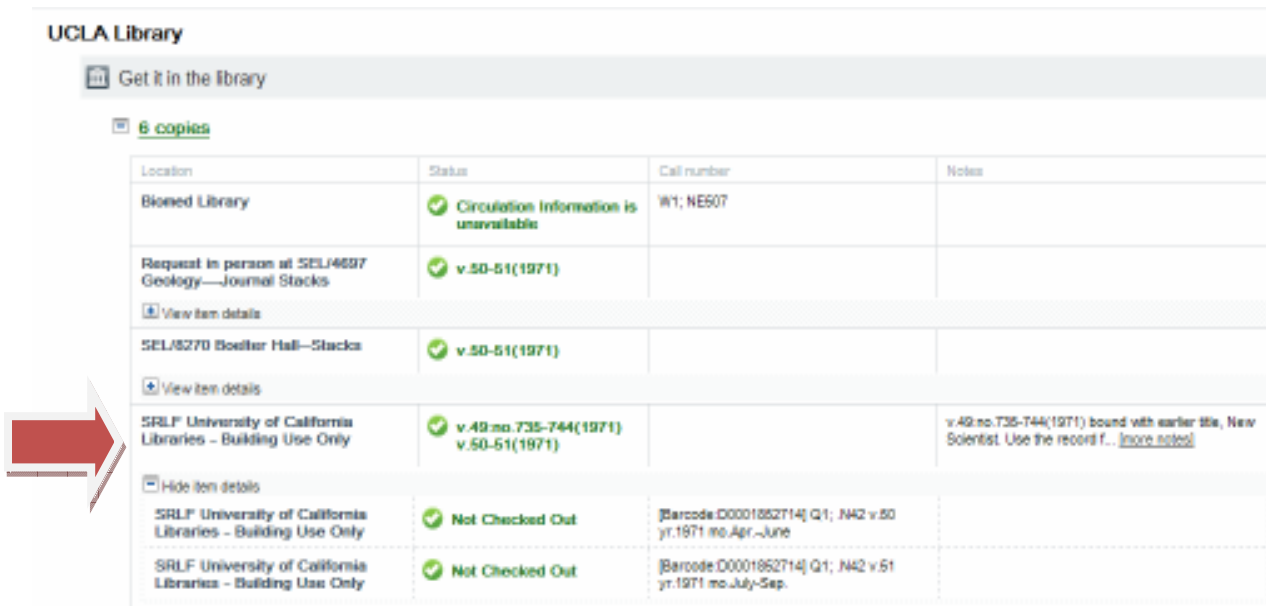
Get it from a member of the library group

5 copies

Location	Status	Call number	Notes
NRLF (UCD)	✓ v. 50-51	Q1 .N37	
<input type="checkbox"/> Hide item details			
NRLF (UCD)	✓ AVAILABLE	Q1 .N37 v. 50 (1971)	
NRLF (UCD)	✓ AVAILABLE	Q1 .N37 v. 51 (1971)	

- 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

Get it in the library

6 copies

Location	Status	Call number	Notes
Bioeed Library	✓ Circulation information is unavailable	W1; NE607	
Request in person at SEL/4697 Geology—Journal Stacks	✓ v.50-51(1971)		
<a href="#">View item details</a>			
SEL/8270 Boelter Hall—Stacks	✓ v.50-51(1971)		
<a href="#">View item details</a>			
SRLF University of California Libraries - Building Use Only	✓ v.49 no.735-744(1971) v.50-51(1971)		v.49 no.735-744(1971) bound with earlier title, <i>New Scientist</i> . Use the record for... <a href="#">[more notes]</a>
<a href="#">Hide item details</a>			
SRLF University of California Libraries - Building Use Only	✓ Not Checked Out	[Barcode:0001852714] Q1; N42 v.50 yr.1971 mo.Apr-June	
SRLF University of California Libraries - Building Use Only	✓ Not Checked Out	[Barcode:0001852714] Q1; N42 v.51 yr.1971 mo.July-Sep.	

- c. 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](mailto:vmoon@library.berkeley.edu); 510-642-6244)
2. SRLF: Tin Tran ([tintran@library.ucla.edu](mailto:tintran@library.ucla.edu); 310-206-2013)