

# SOUTHERN REGIONAL LIBRARY FACILITY

## Guidelines for Physical Preparation and Deposit of Stacks Items

Rev. 01/15/2020

The purpose of this document is to provide guidelines for campus libraries in physically preparing stacks materials for deposit in the Southern Regional Library Facility.

### 1. Storage Area Specification

- a. The SRLF will shelve stacks items in the following size categories:

Barcode Prefix	Height	Width
B	Less than 6"	Maximum 9"
A	6" to 10"	Maximum 9"
D	10" to 13"	Maximum 9"
E	13" to 16"	Maximum 18"
C	Overall dimensions within 18" x 36"	

- b. Permanent barcode labels will be affixed to each volume, either on spine or upper left hand corner of the front cover.
- c. All items are generally shelved double-deep unless they are oversized (size categories with prefix C and E).
- d. All materials must be shelf worthy for deposit at the SRLF. Volumes may be boxed or enclosed in archival containers if necessary. Like the NRLF, SRLF cannot accept deposits that are highly inflammable, potentially explosive, infested by mold, insects, or other vermin, or have exposed metal parts. See Section 5.0 for specific instructions regarding depositing damaged materials.

### 2. Preparations for Deposit

- a. All volumes sent to SRLF should be reasonably clean, in one piece, and infestation free.
- b. Deposits should be in volume, box or enumeration order.
- c. Each volume should be property stamped or otherwise labeled for campus library identification and ownership, if possible on the outside or edge. Volumes should also be marked with the call number or local record number on the outside of the piece.
- d. MICROFICHE: Each fiche title should have at least one fiche divider, and should be labeled in same manner as a book – property stamp, title, OCLC number or Voyager BibID (preferred), and enumeration (if needed). Place additional dividers (with all of the labeling information) every 6" for longer titles. As an example, a title using 20" of space in the drawer would receive 4 dividers.
- e. Non-UCLA deposits in non-Roman alphabets should be accompanied by a printout of the bibliographic record. Printouts are needed because call number searches are not available through Z39.50 connections to the campus online catalog, and because language expertise is not available at the SRLF for most non-Roman alphabets.

- f. Each title must be accompanied by a Building Use Only flag or a Non-Circ flag if special loan restrictions such as building use or non-circulating are to apply (see Section 3.0 for details).

### 3. Circulation Status

- a. Deposits will automatically default to the "circulating" status. Pre-existing stamps and tapes will be ignored at the SRLF.
- b. Building Use Only and Non-Circulating deposits need to be identified upon shipment to the SRLF. Insert Non-Circ or Building Use flag into first volume of each title that needs special handling. Should a multivolume or serial title extend onto more than one book truck, the checklist should accompany that title on each book truck. PDF's for circ-exception flags can be downloaded from the Deposits section of the SRLF public website at <http://www.srlf.ucla.edu/deposits/>
- c. Stacks deposits will be shelved on Phase 1 Levels A and 1, and on Phase 2 Level B at the SRLF.

### 4. Softbound and Unbound Volumes

- a. Volumes that do not have a hard cover will be considered unbound.
- b. Softbound volumes that can stand alone and have a stiff paper cover will be shelved as is. However, exposed brass paper fasteners, prong fasteners or staples are not acceptable. These items, and single sheet or extremely thin documents should be deposited in archival envelopes. See Section 4.4 for label instructions.
- c. Softbound volumes that are less than 1/4" thick, with or without a stiff paper cover, should be shelved in a container with two open sides (open top and open back), such as a Princeton file.
- d. Unbound serials that are less than 1/4" thick, with or without a stiff paper cover, should be shelved in document boxes, Princeton-type files, or archival envelopes or folders. Each container should be filled to capacity in issue/number order. When document boxes, folders, or envelopes are used, retrieval will be at the container level and not by individual issue. If Princeton-type files are used, individual serial issues will be barcoded. For titles in non-Roman alphabets, serial issue information including the year must be transliterated on each piece.
- e. These open files are to be filled to capacity with one size category per file. These files are not to be labeled. Each volume within the file will be assigned a separate barcode number.
- f. For transport to the SRLF, double shelve these files on the book trucks with closed-sides facing out. If there is only one row on a book truck shelf, then additional security to enclose the material (such as string) should be provided for each file during transport.
- g. Document boxes, folders and envelopes containing softbound or unbound items must be labeled with the depositing campus/branch information, title, call number (or record number), volume numbers/dates, and circulation status (if other than circulating). The same requirements apply to microfilm boxes or microfiche cards. The suggested label format is:

Depositing Campus/Branch	Call Number
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Title	(or record #)
Item Description (i.e. volume/number/date)	Circulation Status (if B or N)

If long serial or multivolume runs for which there are many missing issues are contained in document boxes, folders or envelopes, the label may describe the contents with the first issue and the last issue of the run. The condition code of "M" should be indicated on the label as well. An example of the suggested label format is:

UCLA/MG	Bib ID 3787927
Boston (Mass.) Treasury Dept. Monthly Statement of the City Treasurer.	
CND=M	

The condition code "M" will alert SRLF staff to include the statement "Issues Missing" next to the item description in the item record. In preparing container labels, use the condition code M whenever applicable.

## 5. Damaged and Fragile Items

- a. Damaged or fragile books must be enclosed in order to preserve the material and maintain a dust-free environment at the SRLF.
- b. Items in any one of the following conditions are considered damaged and fragile: the text block and covers have separated, soft covers are torn or coming off, individual pages are falling out of the item, or leather binding is disintegrating.
- c. The depositing library may prepare damaged or fragile volumes for storage using any of the following enclosures:
  - Pam bind with a pocket
  - Archival box
  - Archival envelopes (manila envelopes and envelopes with external metal clasps are not acceptable; envelopes should only be used for paperbound volumes 1/4" thick or less)
  - Acid-free pamphlet folders
  - Acid-free wrapper secured with acid-free string or Velcro dots
  - Archival cut-and-fold storage boxes (perforated paper cut to fit the volume, secured with Velcro dots)
- d. Bound volumes may also be tied with acid-free string.
- e. The enclosure should fit the size of the volume as closely as possible in order to prevent damage caused by shifting.
- f. Each enclosure must be labeled with the depositing campus/branch information, main entry, title, call number, and circulation status. The suggested label format is:

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Depositing Campus/Branch Title	Call Number (or record #)
Item Description (i.e. volume/number/date)	Circulation Status (if B or N)

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- g. Damaged items deemed un-shelfworthy will be returned unprocessed to the owning library for remediation. Un-shelfworthy items are generally items in multiple pieces without proper enclosure, moldy items, items with insect or vermin infestations, and items with exposed metal parts that would damage neighboring pieces.