

Preservation Copies

1. INTRODUCTION

Items that are older or beyond reasonable repair may be sent out to have preservation copies made. Selectors and the Preservation Librarian are responsible for identifying these items. Selectors will make the decision to either discard the item after it has been copied or retain it in Fondren's holdings and will inform Preservation Services of their decision.

2. PRESERVATION COPY PREPARATION

When an item is delivered to Preservation Services, the original call number and control number will be erased from the item so a clean photocopy can be made. If the decision is to discard the original and there is an old barcode on the title page, it should be removed or covered with liquid paper. The item will then be checked-out and sent to the vendor for a preservation copy to be made. The original item and its preservation copy will be returned to Preservation Services. Original items being kept in Fondren will have a box made and be returned to their original location. A new barcode may have to be assigned to the original. Original items that are to be discarded will be sent to database management personnel in Cataloging to be withdrawn from the collection and discarded.

3. CATALOGING PRESERVATION COPIES

The preservation copy will be sent to the appropriate cataloger, who will create a new bibliographic record in OCLC. The new OCLC record can be derived from the existing bibliographic record; the cataloger will indicate that it is a reprint by changing the appropriate fixed field to reflect the reprint (DtSt: = r, Dates: = reprint date, original publication date). The cataloger will then add the appropriate 533 and 539 fields to the record describing the reproduction itself.

533 __ Photocopy. |b North Manchester, Ind. : |c HF Group, |d 2003. |e 28 cm.

539 __ s |b 2003 |d inu |e n |g (one character code specifying the form of the material as found in the fixed field *form*)

After the cataloger has created and updated the new record, he or she will transfer it into Sirsi and complete the cataloging in the Fondren online system. The date at the end of the call number should reflect the date of the reproduction and not the original. After the cataloger has finished all stages of cataloging the new preservation copy will be sent to the Marking Table for a label and from there to the stacks.

4. PRESERVATION COPIES OF ELECTRONIC RESOURCES

A few online resources have physical preservation copies, either a print photocopy or some sort of physical media (CD, hard drive, etc.). These items are added to the bibliographic record for the electronic resource as an Added Call Number, but using the appropriate ItemType for the preservation copy (for example, a print photocopy housed in the WRC would be RESTRICTED, a computer drive housed in the LSC would be HARDDRIVE, etc.).

Hard drive and CD preservation copies are usually sent directly to the LSC. Print photocopies should be housed in the location specified by the Collection Development librarian handling that title (usually either in WRC or LSC-WRC)

To process a preservation hard drive: Shadow the item in Sirsi. Put barcode on top of box, bottom right-hand corner; call no. on left side as box faces you, toward the front edge.