

Brittle Book Procedure
BACKLOG only
v.7

Questions:

- Multi volume sets?
- Who performs replacement search? (Barbara Gunderson's team?)

John Freund pulls 3's, 4's and 5's, IPS of BB set, flag inserted, materials moved into Preservation by end of Fall semester 2007, selectors alerted and volumes are examined in **early** Spring semester 2008

Flag contains: call number, aleph number, space for selector initials and date examined and selection

Retain intellectual content or withdraw, keeping number of circulations in mind

Selector places volume of the **WD** shelf and it is eventually sent to Database Maintenance Unit

Retain intellectual contents

Selector places volume on the **Retain** shelf. Copyright is assessed by student, if clear, by others, if not clear

\$\$ = OPS for Preservation*

If title is rare, Special Collections should be consulted

Title is in or out of copyright?

It is determined that volume is **OUT** of copyright protected status

It is determined that volume is **IN** copyright protected status

If 'good' open access digital replacement is available, (well scanned, properly archived) add link to Aleph and place pages in ALF.

\$\$ = OPS for CM Support*

Plan A
Scan and post openly in UFDC. Send loose pages to ALF in envelope. Add link in Endeca

\$\$ = Staff line for DLC, OPS for DLC and Preservation*

Plan B
Search for 'good' open access digital replacement. (well scanned, properly archived) If found, link to in Aleph and send pages to ALF. If no 'good' digital copy exists, place in body bag or phase box and shelve in new limited circulation sublibrary, collection in Library West or ALF

\$\$ = OPS for DLC, Preservation and CM Support*

Replacement search (seek permission?)

Plan A
Plan A- Scan and place in dark archive. Send loose pages to ALF in envelope, add 'request me' button in Aleph. If ever printed, must toss loose pages

\$\$= Staff line for DLC, OPS for DLC & Preservation, and printing/binding fees*

Plan B
Place in body bag or phase box and shelve in new limited circulation sublibrary, collection in Library West or ALF

\$\$ = OPS for Preservation*

*Justify in report