

## **Guidelines for Selection of University Libraries' Materials for Transfer to the Northwest Ohio Regional Book Depository, Bowling Green State University**

Materials in the Wm. T. Jerome Library and in the Ogg Science Library are subject to an ongoing process for selection and transfer to the Northwest Ohio Regional Book Depository, a facility located in Perrysburg, Ohio and shared by the libraries of Bowling Green State University, the University of Toledo, and the Medical University of Ohio. Materials at the Depository include books, serials, scores, sound recordings, archives, microfiche, microcards, microfilm, newspapers, government documents, multimedia. Library-owned materials at the Depository are represented in the BGSU Libraries' Catalog.

The primary criteria in selecting material for transfer to the Depository are *use*, and *value* to the current curriculum and research needs of the BGSU community. While criteria may vary somewhat by discipline, items that receive little or no use, or are available in electronic or other formats (e.g., the print versions of electronic journals), will be sent to the Depository. Usage levels are determined using circulation and in-house use statistics maintained in the BGSU Libraries' integrated library system. A value determination may include considerations of unique features of duplicate formats. For example, if the quality of images in an electronic format is not satisfactory for the needs of users, the print version may be retained on main campus.

A guiding principle is that selection decisions are reversible based on the criteria listed in the last section of this document. Materials selected for the Depository may be returned to the main campus collections based on a review by a collection development librarian in consultation with requesting faculty.

### General Criteria for Consideration to Transfer to the Depository

These general criteria are applicable for all disciplines, though the specific guidelines may vary from discipline to discipline, and from format to format.

- Low user demand for the material, generally indicated for the circulating collections by fewer than 2 uses (either circulating or in-house use) during the past 7 years.
- Availability of the material in other formats (e.g., print duplications of electronic journals).
- Items that have been revised by newer editions.

In general, the following categories will not be considered for transfer:

- Materials, regardless of publication date, that have been in a circulating collection for fewer than 7 years.
- Individual volumes of multi-volume monographic sets; neither complete nor incomplete multi-volume sets shall be split between the NWORBD the main campus.
- Most current edition(s) of reference works, directories, yearbooks, encyclopedias, annuals, etc., unless duplicated by a more useful format.

### **Procedures for Retrieval of Materials Located at the Depository**

Most materials located at the Depository are available for standard circulation time periods. Special arrangements can also be made for the retrieval and use of non-circulating materials, such as bound journal volumes. Forms for requesting materials from the Depository are available on the Libraries' web site by selecting "Request a Depository Item" from the Quick Links section of the [Libraries' home page](#).

Consult the [Request for Northwest Ohio Regional Book Depository Article form](#) to request individual journal articles. The requestor has the choice of delivery of a paper copy of the article to the Jerome Library or delivery of an electronic copy of the article via his or her email.

Requests for other materials may also be made using the [Request for Northwest Ohio Regional Book Depository Item form](#). These are handled within 24 hours and are delivered every business day to the Jerome Library for pick-up. In a recent study of the turn-around time of requests for materials from the Depository, we found that 96% of requests were available for pick-up within one business day.

### **Procedures for Temporary and Permanent Recall of Materials from the Depository**

Requests for materials to be temporarily (longer than a standard circulation period) or permanently recalled from the Depository and placed in University Libraries' collections on the main campus may be made to the appropriate collection development librarian ([consult the list for the contact information](#)). Collection development librarians will consult with the requestor and determine the appropriate action based on a variety of factors including the documented and potential use of the material(s), accessibility in other formats, shared ownership of periodicals at the Depository, and other relevant factors. Requests for large numbers of items may require broader discussions with collection development librarians and departmental faculty.