

FAQ's for Staff Phase One Preparation

Adaptable Text Materials

When will the "adaptable text" materials recommended by the Publicity subgroup be ready?

A "Comment" card, a project explanation, signage language and a press release/news article are ready. These have been sent to the Publicity subgroup for their comments. Eventually, these materials will be on our website but in the near term I will be emailing the text to CMI Liaisons and to the Operations Advisory Committee.

CMI Journal Data Base

A lot of the journal titles in the database do not have campus subscriptions for my campus listed. Should we provide campus subscription information for those titles?

Yes, if your campus has a subscription that is not recorded, please add it. However, this is not critical as we assume that if you selected a title, the campus must have at least one subscription.

A lot of the journal titles in the database do not have holdings information listed for my campus. What exactly are we expected to do to provide campus holdings information for those titles?

At this time arrangements have been made to enter holdings information from the PE database. However this data may not be complete. After the study titles have been narrowed we may need to obtain holdings information from each campus if it is not already available in the database.

It sounds like you need our print holdings on all the selected titles at some later date. Approximately when will that be?

Wait until the final assignment of "experimental" and "control" titles, which is due in July 2001. The holdings information about JSTOR back runs will allow us to estimate the number of volumes that will be sent to storage. For the non-JSTOR titles, we will estimate the number of volumes based on the availability of the electronic content. If you select a title for which electronic content is currently available, we will estimate the number of volumes that you will be sending by determining when the electronic content became available. Generally, most currently available ejournals licensed by the CDL have content back to 1996 and a few provide content for earlier years. So you can wait to provide that information until you know exactly which titles you will be sending.

We just want confirmation that our understanding is correct: "Holdings" column and "Holdings Notes" column are left blank unless we select JSTOR titles.

Yes, at this time holdings information is being gathered through the use of the PE database. If additional holdings information is needed the CMI team will work with the

Operations Advisory Committee to develop a plan to gather it.

How can we record information about specific titles or specific providers, such as, the electronic version does not include supplements or the current issues tend to be late?

There is a selection note field in the CMI Journal Titles database for comments on selection reasons. Please use these fields to make comments about currency, completeness, and other peculiarities about the title. We will also be gathering this type of data on journal characteristics during the study. As yet this has not been specified.

What is the basis for digital coverage range in the CMI journal database?

Digital coverage was based on the holdings for the location "CDL" in the holdings statements extracted from the PE database. For valid comparative purposes between experimental and control sites, both should be looking only at a run that is accessible to both in digital form.

Experimental Titles and Title Changes

A library has been assigned an experimental title, and it turns out that there have been previous title changes with electronic coverage of those issues: a) What is the responsibility of the library in terms of removing the volumes from the shelf? b) If both the experimental and control libraries are willing to include the previous titles changes in the CMI project, who do they contact? See example below:

The first title was assigned as an experimental title; the other titles have electronic coverage as well:

Graphical Models v. 62 (2000)--

Graphical Models and Image Processing (1995-1999)

CVGIP. Graphical models and image processing (1993-1994)

It is really up to the library. At the very least, the library should pull the volumes/issues that have the original title as reflected in the Excel report currently on the CMI website as "Final Matched Title Pairs." However, if the experimental library and the control library for the same journal want to include the volumes/issues with the variations in title, that would be fine. The one caveat is to make sure that the approved electronic publishers publish all the titles in electronic form. A list of the publishers/providers that can give us the usage data we need is in the Journal Selection Instructions, 5/18/01, which is also available at

<http://www.slp.ucop.edu/initiatives/cmi/jrnldata/>

Labels

Are labels to be affixed to experimental volumes and issues by library staff before being sent to a Regional Library Facility?

SRLF has requested that the libraries depositing CMI journals in SRLF affix CMI labels before they are sent. SRLF is not labeling CMI journals deposited in that facility.

Why was the decision made to use labels instead of sleeves?

The suggestion of a sleeve around the cover met with considerable criticism based on the potential of loss. Labels were recommended instead. Flags have also been designed to insert into volumes to use along with the labels, or in case the labels fall off. The Flag design will be available at www.ucop.edu/cmi/staff.

Storage of Print Journals

How and where will journals be shipped?

The experimental titles that are being removed from local shelves will be processed in the same manner as any other materials being relocated to storage.

Will we have to box them?

The RLFs are prepared to handle both bound and unbound issues. Use routine packing and shipping procedures.

Can we store print journals that are part of the study in local campus storage facilities?

Yes, as long as you can gather the usage data that is required for the study.

What will happen to the titles in storage at the end of the study?

This study is reversible. Campuses may return titles to the shelf or continue with storage under collection storage policy.