

## ADDING NON-UCSB DISSERTATIONS FROM ILL TO THE UCSB COLLECTIONS

Normally, dissertations to be added to the collections are directly ordered by individual collection specialists, and go through the normal monograph order process. However, the Interlibrary Loan Unit now purchases dissertations from UMI when dissertations are requested for interlibrary loan. Users check out the dissertations as normal ILL items, and have liberal renewal options for any single title. When the requestor has finished using a dissertation and returns it to ILL, the title will be routed to appropriate collection managers for a decision on whether or not to add the title to the UCSB Libraries collections.

### Procedure:

1. ILL forwards returned dissertations to Lucia Snowhill.
2. Dissertations are sorted and forwarded to the appropriate collection manager, based on the subject area of the requestor and the subject area of the dissertation (e.g. Communication, Psychology).
3. The collection manager decides to add or not add a title, and completes the Dissertations Flag, with information on any special handling.
4. The collection manager routes the title according to their decision:
  - a. If a title is to be added, the collection manager forwards it to the Bindery Unit, Serials Dept.
  - b. If a title is not to be added to the collections, it should either be:
    1. Forwarded to another appropriate collection manager for review;  
or
    2. Returned to Lucia Snowhill with the Dissertations Flag indicating DISCARD. Each title returned will be reviewed for potential review by other collection managers before being discarded.
5. The Bindery Unit will bind the title in-house, if possible, and send items to the University Bindery only when in-house binding is inadequate. **Note:** No Pegasus record will be created for the item until after it is bound and it goes to CatalAcq for processing. Once bound, the Bindery Unit will send the dissertation to be cataloged.  
Domestic dissertations: Copy Cataloging  
Foreign dissertations: Special Projects Unit
5. Copy cataloging or the Special Projects Unit will create a Pegasus record from copy cataloging, if available. When no cataloging copy is available, titles will receive the brief entries and classification numbers assigned to UCSB dissertations.

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