Report of the JRNL Oversight Committee: Recommendation to Modify JRNL to Allow for Gap Statements and Overwrites

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Executive Summary
The JRNL gap tool is set up to list each gap (volume/issue) as an individual entry with multiple entries per title, per location. The work required to maintain data for gaps is time intensive and has led some programs to input their gap data as a gap statement, similar to a holdings statement. The JRNL Oversight Committee recommends that the JRNL tool be modified to change the gap tool to only allow a single gap statement per Title per Location in order to implement an overwrite process - the same as Holdings currently functions. This allows for batch imports of gap statements without creating duplicates. It deletes existing gap(s) and adds new gap(s). The JRNL Oversight Committee, which has representation from all of the participating programs, has discussed this change at length. We unanimously recommend that the Executive Committee approve this change. This change is within the scope of the funding currently paid by participating programs. However, because it is a substantial modification (as outlined in the JRNL Program Statement) to the original concept of gap filling, it is necessary to seek final approval from the program executives. Per the original JRNL Program Statement, Substantial Modifications:

“...affect the core structure of the database or functionality for all participating Library Consortia or require significant investment. These are evaluated and prioritized by the JRNL Oversight Committee and, if necessary, referred to the member consortia governance groups for approval.”

While this change is within the scope of the fees currently collected from participating programs, it will necessitate some changes to headings in JRNL, as well as changes in the instructions for inputting data.

The main concern about implementing this change is the time and effort required to create the change. Our programmer at UF, Chris Nicolich, has estimated that this is a medium effort project, requiring about four weeks to change.

Major implications for users:
- There will be a single gap statement per title per location. No longer able to see individual volumes needed by an institution
- Able to offer to fill whole gap statement or individual gaps (a partial fill)
- Required to reload or edit gap statements each time a gap is partially filled
- If there is a delay until a gap fill is complete, there is potential for additional gap fill offers to be made by other institutions--which may require increased communications between institutions to confirm if items are still needed. To minimize this issue, a library will have 60 calendar days to complete a gap fill transaction.
- Allows for time savings for users (through batch uploads) to maintain accurate records
Recommendation for JRNL Modification

Background
The JRNL gap tool is set up to list each gap (volume/issue) as an individual entry with multiple entries per title, per location. Therefore, if a given title is missing multiple volumes or issues, each is listed separately.

Items that require significant data entry. This laborious process has led many users to use gap statements instead of listing each one individually. In some cases there is only one entry (gap statement) per title, per location. However, some users still have multiple gap statement entries per title, per location.

SomeJRNL users are entering their gaps as statements (like holdings) instead of listing each one individually. In some cases there is only one entry (gap statement) per title, per location. However, some users still have multiple gap statement entries per title, per location.

Item level gap entries require significant data entry. This laborious process has led many users to use gap statements instead of item level gap entries. This means the system is not being used as intended and the gap filling functionality does not support this deviation.

When doing a gap import, JRNL currently identifies exact duplicate gap records and reports that back to the user. However, if the volume/chronology does not match exactly, JRNL adds the gap record as a new gap for that title/location. This is a problem for libraries who are using gap statements and want to import updated gaps, overwriting what is already there. Since the updated gap statement would not exactly match what is already in JRNL, they would be creating approximate duplicates in JRNL.

For titles where the gap statement has changed since the last import or entry, the system will keep the original gap statement and add the new statement, resulting in a duplicate entry. More duplicate entries will be added any time the gap statement changes for a given title. Keeping the gap tool as is (allowing multiple gap entries), requires manually dealing with each gap record rather than allowing batch imports when working with gap statements.

What we propose is to change the gap tool to only allow a single gap statement per Title per Location in order to implement an overwrite process - the same as Holdings currently functions. This allows for batch imports of gap statements without creating duplicates. It deletes existing gap(s) and adds new gap(s). This option would also combine the Volume/Chronology fields into
one free text field - the same as currently exists for Holdings. This current screenshot indicates the fields that will be eliminated or modified to facilitate this change.

Current:
- Each volume or issue level gap is entered separately
- Multiple gap entries per title/location
- Overwrite: No
- Batch upload: the system allows it but there is no way to extract the data in order to do a batch upload with the individual gap entries

Proposed:
- Gaps are entered as a gap statement (same as holdings)
- Only one gap entry per title/location
- Overwrite: Yes
- Batch upload: Yes, and users are able to extract gap statements for upload

Implications:
- All institutions will have to reload their gaps into JRNL
- The transaction process would change
  - Current: The Fill and Check In functions are done for each gap entry
  - Proposed: The Fill and Check-In functions would change to accommodate an offer to fill that might only be part of a gap statement. A gap record (now a gap statement) will not necessarily be closed after a completed transaction.

If a user can only fill v.1-3 of the above title, the gap record cannot simply be closed by selecting "Check In". Instead, as part of completing the transaction, the gap statement will have to be updated to reflect the remaining unfilled gap(s).
As there is potential for additional gap fill offers to be made by other institutions when there is a delay in completing the check-in process, the receiving library will be given a maximum of 60 calendar days to check-in an offer and to complete the transaction.

- A reminder email will be sent out after 30 calendar days.
- A reminder email will be sent 7 days before the 60 day deadline.
- If a gap offer is not completed in 60 calendar days, the offer will be automatically removed, but the receiving library’s gap will remain in the system.

*Autofill dates will be based on the date the offer to fill notice is sent.

**Timeline**
The UF Programmer responsible for JRNL, Chris Nicolich, indicates that this is a medium complexity project, requiring about four weeks to complete. If this change is approved by the executives for the participating programs, we would plan to implement the change in the summer of 2020. This would allow time to develop training materials, discuss with members, and plan for the transition. This change is within the scope of the funding currently paid by participating programs. However, because it is a significant change to the original idea behind gap filling, it was necessary to seek final approval from the program executives.