

LAST COPY POLICY: Circulating Monographs Alliance Shared Print Trust

Member libraries of the Colorado Alliance of Research Libraries are dedicated to sharing resources when appropriate to achieve economies of space, expand the range of available materials, and provide discovery and fast access to monographs in the region. In order to provide this wide range of materials, withdrawal decisions are made carefully and collaboratively to preserve unique items in the region. In light of this goal, the following procedures are established for circulating monographs.¹

This policy is referenced within the broader Alliance Shared Print Trust Memorandum of Understanding that provides a framework for the long-term retention of library materials in the region. Decisions will be recorded according to the Disclosure Policy of the Alliance Shared Print Trust.

Procedure for offering last copy to other libraries

When considering an item for withdrawal, library staff shall consult the Prospector union catalog (or the derivative content comparison tool) to determine if the copy is the last one available² in the consortium³. If the copy is the last one available in the consortium, reasonable efforts shall be made to preserve the copy. If, in the professional judgment of staff, the title is in usable condition, it shall be retained by the library or offered to other Alliance Shared Print Trust members.

Procedures:

1. Libraries shall use the Collection Development listserv to communicate information about last copies which they no longer wish to retain. Each member library shall have a subscriber on the list. Discipline-specific materials shall first be offered to libraries with recognized collection strengths in those areas (consistent with their institution's mission) before being offered to others. [In some cases, a library may have an agreement with a library in the Trust to directly accept materials. In this case, the library offering the last copy materials may send these items directly to that partner library without making a more general offer].
2. Materials will be offered on a first come, first serve basis.
3. If possible, a message should cover offerings in a single discipline or be organized by discipline. In most cases these offers will be made for groups of materials rather than title by title.
4. The subject line of the message shall read "Last Copy in Alliance Shared Print Trust".

¹ These policies have been adapted from similar documents at ConnectNY, Orbis Cascade and other consortia.

² Available means the material is circulating and accessible to other regional libraries. "Local" copies or "unavailable" copies do not count.

³ Different Prospector bibliographic records might need to be consulted to determine if the item in question is truly a last copy. For example, if different printings have been cataloged on different bibliographic records, the withdrawal of one printing would not trigger the last copy policy.

5. Several Alliance libraries have agreed to be considered as repositories for last copies of circulating monographs if no other libraries express interest. These include the University of Wyoming, the University of Denver, University of Colorado Health Sciences (in health and medicine), Colorado State University (in STEM) and the University of Colorado at Boulder. These last copy libraries may choose to accept (or reject) materials based on available space and other considerations.
6. The body of the message shall include a date by which libraries shall respond. If there is no response from local libraries, one of the repository libraries may be contacted for permanent placement of the materials, although these libraries have the right to opt-out on specific offers if they are unable or do not wish to take the materials for any reason.
7. Libraries that are offering last copies will withdraw these items from their collection, since they were going to be withdrawn anyway, and the new library will assume ownership.
8. Libraries that have committed to the long-term retention of materials must follow the Disclosure Policy for recording their decisions.

Last copy exceptions

Libraries may discard last copies if, in the professional judgment of staff, they do not warrant replacements. Examples of reasons to discard last copies include:

1. Superseded editions. These may be discarded without consultation if, in the opinion of representatives of the owning libraries, the copies in question are equivalent in content, and disposal of one copy would not result in any appreciable loss of information.
2. Textbooks: The owning libraries may use their best judgment when deciding whether to retain an outdated textbook.
3. Clearly outdated material which no longer adds value to the Prospector collection such as outdated computer manuals, career advice, obsolete formats etc., may be removed without making an offer.
4. Materials damaged beyond repair may be discarded without consultation with the other libraries even if it is the last copy within the Alliance.
5. Because of their unique nature and value to each library, "special collections" owned by any of the Alliance libraries are not included in this policy and may be managed as required by each library. It is realized that most of these types of materials are kept for the long term but there may special situations in special collection management that must be addressed outside of this agreement.

Replacing unique copies

Libraries shall respond to lost or damaged titles using professional judgment in the context of the title and its availability to other libraries in the region. In the following cases, it is not necessary to replace the title.

1. If the union catalog shows, and it is publicly verified, that at least one copy is owned by another participant library which agrees to include the title on its own retention list and treat it accordingly.

2. If the title is widely held by libraries in the US or in the HathiTrust public domain collection.
3. If the cost of the replacement is excessive.

Print replaced with an ebook version

Last copies of print materials may be substituted by electronic versions if there is assurance that the electronic version will be archived and be available to other institutions in the Alliance.