Last Copy Policy

Introduction

Limited space and the maintenance of aging library collections are urgent concerns of many ALI libraries. Over the years, many academic libraries have accumulated print materials that are no longer relevant to their curriculum or to the research interests of their respective communities, and yet libraries are reluctant to de-accession these materials.

The ALI Last Copy Program seeks to preserve the last copy of monographs within the Indiana academic and research library community. This project allows any ALI library that seeks to withdraw a "last copy" monograph to donate it to an ALI retention library that will retain the title for resource sharing. This project will be governed by the following last copy policy.

Policy

In the normal course of withdrawing monographic material, libraries are encouraged to make a determination if the copy to be withdrawn is the last copy held within the state of Indiana by checking WorldCat. If the title is the last copy of that edition and, in the professional judgement of library staff, the item should be retained within the state, these materials should be sent to the Retention Library. (Note: libraries may choose to discard last copies rather than sending to the Retention Library—there is no requirement that every last copy must be maintained in the state.) The current Retention Library(ies) and corresponding contacts are listed in Appendix A.

Eligible Materials

The Offering Library must ensure that each item offered for retention meets the following criteria:

- Must be the last copy in Indiana.
- Must be cataloged at least at the core (4) level with a record in OCLC.
- Must be physically complete and in good condition (e.g. no brittle paper).
- Must be completely free of mold, mildew, and insects.
- Must be print monographs. Serials, pamphlets or catalogs, media, microform products, and government documents will not be accepted. Libraries interested in donating government documents should contact the Indiana State Library.

Offering Materials for Donation

For each item that meets all the eligibility requirements noted above, the Offering Library should email the Retention Library. Offering Libraries will need to provide the following information:

- Donor library
- Contact name
- Contact email
- OCLC number

If an Offering Library has more than ten items to donate, they may submit a spreadsheet containing the above information for each item to the Retention Library’s designated contact person.
Last Copy Policy

Upon Submission of the Email
If the Retention Library is willing to accept the materials, the Offering Library will be notified via email and may proceed with shipping following the guidelines below.

Upon Acceptance by the ALI Retention Library
The donor library will complete the following steps:
- Place a copy of the WorldCat record with each item.
- Withdraw record from donor’s local catalog and remove holdings from OCLC.
- Remove ownership indicators or cross-out name of owning library
- Ship the materials to the Retention Library via INfoExpress or other shipping methods at the donor’s own expense, using the address provided by the Retention Library’s designated contact.

Upon Shipment to the Retention Library
All accepted material becomes the property of the Retention Library upon shipment to them. If the Retention Library determines that the item does not meet the eligibility criteria, it may discard the item without notifying the Offering Library. Unless the donated item meets the Retention Library’s criteria for addition to their special collections, the Retention Library will add the item(s) to circulating collections with a note in the record indicating that they are part of the “ALI Last Copy Program.” Items will be available for borrowing. The Retention Library may also choose to keep the materials in long-term storage, digitize the materials, etc. Accepted materials that must be removed from the Retention Library’s collection will be offered to all other ALI libraries before being withdrawn.

Policy Evaluation
The policy implementation will be evaluated at regular intervals by the ALI Shared Collections Committee. The first evaluation will take place no more than six months after the initial implementation.

Appendix A
The current Retention Library is Indiana University Bloomington.

Contact information:
Jennifer Strayer
Indiana University Library, Wells E 1052
1320 E Tenth Street
Bloomington, IN 47405
ejastray@indiana.edu

Thank you to Tom Teper at University of Illinois Urbana-Champaign and CARLI for their assistance in the development of this policy.

Approved by ALI Shared Collections Committee, February 4, 2019.