Cheatsheet for Duplicate and Cancelled Titles

Recycle:

- ✓ Current X retained titles
- ✓ Titles with WASSES records ONLY!!
- ✓ Electronic only [ELECTRONIC RESOURCE]; Never received in print (ex. GPO – see below)
- ✓ Items replaced by microfilm (newspapers, etc.)

Items with . . .

A “Cancelled in paper format” note in the MARC or Bound holdings that have been closed (indicating title was received in print previously) go on . . .

- ✓ Cancelled Shelves

Duplicates that do not fall into any of the categories above, go on . . .

- ✓ Duplicate Shelves

Items bound upon receipt and already checked in . . .

- ✓ To Invoice Coordinators
**USBE Box – Items from the Duplicate or Cancelled shelves may be put here only after the volume has been bound**

**Future standards/process:**

When pulling for Bindery, the Duplicate and Cancelled shelves should be checked for the title. If issues of the title that you are sending to the bindery are on the shelf, pull and put in the USBE box.

Cancelled Shelves: Keep 2 years’ worth (ex. 2009-2010) – in December, former year will be cleaned up. This process will be coordinated by the Receiving Coordinator.