Print Retention and Withdrawal Guidelines

Rutgers University Libraries

The guidelines describe principles and processes pertaining to the retention and withdrawal of print materials in the Rutgers University Libraries. They apply to English-language books and periodicals currently held in the Libraries regular collections and can be adapted for non-English publications and analog materials in non-print formats. Different guidelines apply to special collections and government documents.

The guidelines are needed because the collections are university-wide central resources, even though the responsibility of collection care and maintenance is distributed to the Dana, Health Sciences, New Brunswick, and Robeson libraries. The Associate University Librarian for Collection Development and Management (AUL/CDM) and the library directors are responsible for the development of additional procedures necessary for implementing the guidelines.

These guidelines supersede the Libraries existing policies and guidelines for print retention and withdrawal, including the Last Copy Policy. The AUL/CDM shall initiate the review of the guidelines and propose revisions every two years. The University Librarian’s Cabinet is responsible for approving the guidelines and future revisions.

Retention

The Rutgers University Libraries fulfill the obligation of preserving scholarly record in collaboration with other academic and research libraries. The Libraries are currently involved in several national or regional shared print programs (see Appendix A for a list). In addition to making financial contributions, the Libraries provide certain items to or retain them for these programs. Conversely, the collections in the shared programs may be regarded as the holdings of the Libraries, especially when low use items are concerned. The Libraries will not withdraw items retained for the shared programs. The University Librarian’s Cabinet is responsible for approving decisions to participate in shared print programs.

Special collections of the Libraries are responsible for retaining and preserving print objects of cultural and historical significance. Items in the regular collections can be transferred to special collections, in accordance with the policies of special collections.

Routine Withdrawals

The library directors are responsible for the development of local procedures for routine withdrawals. As a resource to the local units, the Holdings Management Coordinator of the Libraries provides preliminary holdings information and circulation data and coordinates the validation of holdings across the Libraries. The subject selectors evaluate the content and make initial recommendations in the withdrawal process. A library may require a further review of the recommendations.
A print book or periodical can be withdrawn by the local library following the local procedures for routine withdrawals, if the Libraries hold an additional print copy serving as the last copy.

Local procedures for routine withdrawals can also apply to an item that is the only copy of the Libraries, if

a. the title is both out of scope and of low use, according to library- or subject-specific criteria,
b. the Libraries hold a more recent or better edition of the same title, or
c. the item is in an unusable condition due to damage and/or deterioration, and reliable access to the book or periodical is available in the Libraries or the interlibrary loan networks, regardless of format.

Withdrawals Due to Losses and Damage

The Libraries have an existing policy for handling losses and damage that library users are responsible for - Access Services Policy Memo #5: Billing for Lost and Damaged Material. The Access Services staff are responsible for enforcing the policy. When withdrawing a lost or damaged item, the local procedures for routine withdrawals apply. The subject selector shall make reasonable efforts to acquire a replacement copy.

Last Copy Withdrawals

The library director and the AUL/CDM are jointly responsible for approving a subject selector’s recommendation to withdraw a last copy item. Before making the recommendation, the selector must consult with other selectors in the same and related subject areas, and if appropriate, librarians in special collections. The Holdings Management Coordinator of the Libraries coordinates the withdrawal process. The procedures for last copy withdrawals do not apply to items that fall under routine withdrawals.

When a last copy item is being evaluated for withdrawal, the following criteria apply.

Last Copy Periodicals

A last copy periodical that does not qualify as a routine withdrawal can be withdrawn if the Libraries have perpetual access to the electronic version, as specified in the license agreement with the content provider.

When the Libraries have perpetual access to the journal backfiles that were scanned and digitized from the print, the last copy can be withdrawn if

a. at least one copy is preserved by a shared print program involving the Libraries (see Appendix A for a list of programs), or
b. at least three copies are preserved by other shared print programs, according to the Print Archive and Preservation Registry maintained by the Center for Research Libraries.
Image-intensive periodicals can be retained even when they meet the above criteria.

Last Copy Books

Generally, the Libraries do not withdraw last copy books that can be used.

A last copy book that does not qualify as a routine withdrawal can only be withdrawn if the book is of very low use and perpetual access to the electronic or digitized version is available. Library- and subject-specific criteria shall be used to identify very low use books.

(8th revision, April 14, 2017)

Appendix A: Active Shared Print Programs Involving the Rutgers University Libraries

1. Big Ten Academic Alliance (BTAA) Shared Print Repository
   http://www.btaa.org/projects/library/shared-print-repository/introduction

2. Center for Research Libraries JSTOR Project
   https://www.crl.edu/archiving-preservation/print-archives/crl-administered/jstor

3. Center for Research Libraries Serials Collection
   http://papr.crl.edu/program/72/center-for-research-libraries-serials

4. PALCI Distributed Print Archive

(Last Update, April 5, 2017)