

Print Retention and Withdrawal Guidelines Rutgers University Libraries

These guidelines describe principles and processes pertaining to the retention and withdrawal of print materials in the Rutgers University Libraries. They apply to books and periodicals currently held in the Libraries' regular collections and to analog materials in non-print formats. Different guidelines apply to special collections and government documents.

Guidelines are needed because the collections are university-wide central resources, even though the responsibility for 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 (AVP SCC) and the library directors are responsible for the development of additional procedures necessary for implementing the guidelines.

Selectors and directors will make withdrawal decisions for their campuses in accord with the guidelines established in this document. Central Technical Services is responsible for updating system-wide holdings and withdrawing records where appropriate.

These guidelines supersede the Libraries' existing policies and guidelines for print retention and withdrawal, including the Last Copy Policy. The AVP SCC 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 the 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 for a list). In addition to making financial contributions to these programs, the Libraries undertake to retain certain items in their collections. 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 those special collections.

Routine Withdrawals

The library directors are responsible for the development of local procedures for routine withdrawals. The Holdings Management Unit 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 local library may withdraw a print book or periodical if RUL holds an additional print copy.

Withdrawals Due to Losses and Damage

The Libraries have a 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 AVP SCC are jointly responsible for approving a subject selector's recommendation to withdraw a last copy. When a last copy item is being evaluated for withdrawal, the following criteria apply:

- a. the title is both out of scope and of low use according to library- or subject-specific criteria, **or**
- b. the Libraries hold a more recent or better edition of the same title, **or**
- c. the item is in fragile 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.

Last Copy Periodicals

A last copy periodical that does not qualify as a routine withdrawal may 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 journal backfiles that consist of page pdfs, the last print copy may be withdrawn. Other last copy print periodicals may be withdrawn if

- a. at least one copy is preserved by a shared print program involving the Libraries (see Appendix 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 may be retained even when they meet the above criteria.

Last Copy Books

A last copy book may be withdrawn if the book is of very low use **and** perpetual access to the electronic or digitized version is available in hathitrust.org **or** if *at least five* copies are available for borrowing in North American libraries identified in WorldCat. Library- and subject-specific criteria may be used to identify very low use books. (9th revision, December 3, 2018)

Appendix: 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

<http://www.palci.org/news/agreements-signed-for-palcis-shared-newspaper-microfilm-arch.html>

(Last Update: December 3, 2018)