

CIRM Guidelines on Last Copy

Retention:

If an OhioLINK library is withdrawing a title from its collection and the title is the last copy held within the OhioLINK consortium (as determined through the central catalog), the library should take one of the following actions in order to keep at least one copy in Ohio:

Offer the title to another OhioLINK library through the OhioLINK DISCARD listserv (discards@ohiolink.edu) with the subject line of LAST COPY OFFER. Allow at least seven days for the offer to be accepted on a "first come, first served" basis.

OR

Directly contact any OhioLINK library and ask if they are willing to assume ownership.

OR

Send to OSU Libraries. OSU has not made a commitment to keep everything sent, but they will keep most titles not readily available from other sources such as the Center for Research Libraries. Contact Jim Bracken for details.

These guidelines apply to back volumes of serials chosen for weeding as well as to monographs. They do NOT apply to items that are damaged beyond repair, nor to gift materials that a library decides not to add to the collection.

Subscriptions:

There is no mandate that any OhioLINK institution maintain an active subscription to a serial title. It is a local decision to retain or cancel subscriptions based on local needs, priorities, and funding. However, if an OhioLINK library is considering canceling the last active subscription to a print serial title within the OhioLINK consortium (as determined through the central catalog), the library should consider posting that information to the appropriate CIRM subject group list (see <http://www.ohiolink.edu/ostaff/admin/group-email.html#subject> for list of subject groups).