

## OBRIS CASCADE ALLIANCE LAST COPY<sup>1</sup> GUIDELINES

The Orbis Cascade Alliance seeks to offer and maintain a diverse, wide ranging collection to serve our users. Member libraries are dedicated to sharing resources when appropriate to achieve economies of space and expand the range of materials available. In order to provide this wide range of materials, withdrawal decisions are made carefully and collaboratively to preserve unique items in the Summit collection.

In light of this preservation goal, the following guidelines are recommended to Orbis Cascade Alliance libraries:

When considering an item for withdrawal, library staff should routinely consult Summit to determine if the copy is the last one held in the consortium.<sup>2</sup> If the copy is found to be unique to the catalog, reasonable efforts should be made to preserve the copy. If in the professional judgment of staff, the title is in usable condition and adds value to the Summit collection it should be retained by the library or offered to other Alliance members.

### Procedures:

1. Libraries should use the Alliance's Materials Exchange List; each member library should have a subscriber on the list.
2. Materials are offered on a first come, first serve basis.
3. The subject line of the message should read "Last Copy in Summit".
4. The body of the message should include a date by which libraries should respond.
5. If possible a message should cover offerings in a single discipline or be organized by discipline.
6. Libraries are encouraged to put a staff note in the item record indicating "Last copy in Summit".

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<sup>1</sup> Copy refers to manifestation of a work that, given professional judgment, contain equivalent or near equivalent content.

<sup>2</sup> Different Summit bibliographic records might need to be consulted to determine if the item in question is truly a last copy. For example, if different printings have been cataloged on different bibliographic records, the withdrawal of one printing would not trigger the last copy policy.