ORBIS CASCADE ALLIANCE LAST COPY[1] GUIDELINES

The Orbis Cascade Alliance seeks to offer and maintain a diverse, wide ranging collection to serve our users and support the Alliance Statement of Collection Development Best Practices which asks members to "Engage in shared stewardship of existing resources to preserve access for future scholarship". 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:

If, in the professional judgement of library staff an item considered for withdrawal is consequential enough to add value to the Summit Collection and is in usable condition the item should be retained by the library or offered to other Alliance members. Items that do not meet this criteria do not need to be further considered or offered under these guidelines. When an item is identified as consequential, library staff should routinely consult Summit and/or Alma Network Zone to determine if the copy is the last one held in the consortium[2], and if so, reasonable efforts should be made to preserve the copy.

Recommended Procedures:
- Only materials that add value to Summit collection and are in usable condition need to be offered.
- Libraries should use the Alliance's Exchange List (alliance-exch@orbiscascade.org); each member library should have a subscriber on the list.
- Materials are offered on a first come, first serve basis.
- The subject line of the message should read "Last Copy in Summit".
- The body of the message should include a date by which libraries should respond; if no responses are received by that date libraries should follow their deselection policies.
- If possible, the list should be provided in an Excel spreadsheet, and include the following, as available: title, author, ISBN, year published and publisher. An Excel spreadsheet will allow for sorting and filtering by member libraries
- If possible a message should cover offerings in a single discipline or be organized by discipline.
- If an item is identified as a last copy, libraries are encouraged to put an internal note in the item record indicating "Last copy in Summit". This may assist with future local deselection projects.

---

[1]Copy refers to manifestation of a work that, given professional judgment, contain equivalent or near equivalent content.
[2]Different 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.

Approved by the CDMC Steering Team Jan. 18, 2008; revised by SCT Feb. 15, 2017

Frequently Asked Questions

What if no one responds to the offer?

All offers should include a date by which libraries should respond. If no responses are received the library should move forward with deselection following local policies. If a library believes an item contains value to the overall Summit collection the item should be retained or posted to the list again with a new respond by date.

Do I need to post all materials identified for deselection?

No, only materials that are in usable condition and add value to the Summit collection should be offered. Libraries should use their professional judgement and discretion to identify titles that offer value to the Summit collection and post those for consideration. Out of date formats, or materials that are no longer useable or in common use do not need to be covered (ex. old textbooks).

What is the Alliance Exchange list and how do I sign up?

The Alliance-exch email list is used by Orbis Cascade Alliance members to offer books and other library materials to other members. Any interested staff person at an Orbis Cascade Alliance member institution can subscribe to Alliance-exch. Subscription requests or changes should be directed to the list administrator:

  Elizabeth Duell

  (541) 246-2470 Ext 200

  eduell@orbiscascade.org

How do I post to the list?

Postings to this list should be addressed to: alliance-exch@orbiscascade.org

PLEASE NOTE Replies to list messages go to the entire list.