

University of Illinois at Urbana - Champaign Library Policy Retention Policies in the Digital Age

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Introduction

This document describes the policies and procedures governing the retention of material in our Library collections. It applies to decisions to retain or withdraw material, as well as to decisions relating to the replacement of lost material. It covers both multiple and single copies, monographs and serials, in all formats.

General Principles:

The Library has as a central element of its mission the obligation to retain the materials that record and represent our intellectual and cultural heritage, and which form the history of disciplines, and to make these materials available through resource sharing to the state of Illinois and beyond. The publication of new editions does not mean earlier editions should be discarded. Special care should be taken in subject areas where outdated works cannot be used for current research but are invaluable to historians.

In general, last/single copies are retained. When both print or microform and electronic versions exist, print/microform copies are the copy of record. When material is electronic only, assure perpetual access and best possible provisions for interlibrary loan. The number of print/microform copies retained of any one item may vary based on the professional judgment of the individual subject specialist, however it is expected that no more than two print or microform copies will be retained except under special circumstances.

The subject specialist makes the decision of how many print copies to retain. The online catalog, other internal records, and the materials themselves must be consulted before making withdrawal decisions. Consultation among our faculty and other members of our user community, as well as with librarians at UIUC is necessary. When appropriate, consultation with CIC and other consortial schools, should occur. Decisions should take into consideration: subject, including interdisciplinary impact; language; rarity; provenance; format; projected use; physical condition; licensing restrictions on resource sharing; accessibility of electronic formats; and completeness.

The Circulation/Bookstacks Librarian oversees consultation with the appropriate subject, language, and area specialists before any withdrawal takes place from the Stacks.

Consultation with the AUL for Collections, the Preservation Librarian and subject specialists regarding items in poor condition will be done as needed.

As a regular part of collection maintenance, lists of missing items should be reviewed on a regular basis and evaluated for replacement, both in the bookstacks and in the departmental library collections. When missing interdisciplinary items are identified, consultation with other librarians should occur.

Care should be taken not to transfer unnecessary multiple copies to the bookstacks or the storage facility.

Retention Decision Guide

Last copy (print copy)

- May be transferred to Stacks or Remote Storage. The last copy is considered to be the archival copy. If in poor condition it should be repaired or replaced before any transfer. Withdrawal of the last copy must be approved by the Associate University Librarian for Collections, who will consult with librarians as needed to consider the availability of copies in other libraries as well as the impact on resource sharing.
- Damaged: Have repaired if possible, or keep as is if it has intrinsic value or is difficult to repair. Otherwise, consult with subject specialist to see about the acceptability of replacement with another copy, including another format. If the material is replaced with another format, the decision to retain the original lies with the subject specialist, who should consider the impact of the format choice on resource sharing.
- Missing: Serials: replace print or microform copy missing volumes with like copy, depending on availability, cost, use, and access to the item via ILL. Monographs: Selectors should consider replacement in the same or another format.

Last copy (electronic copy)

In certain cases, material is "born digital" with no printed copies in existence. Purchase or license terms should assure perpetual access to all material for which the Library has paid a fee even if a continuing subscription has not been maintained. Bookplated Material: Care should be taken to retain material with bookplates which indicate that the item was a gift purchased with endowed funds. Consult appropriate selector or the Library Development Office as necessary.

Disposition of Withdrawn Material

Materials purchased on State funds and non-State funds

- Materials purchased on State funds and non-State funds, including endowment funds, are the property of this collection and have the following restrictions

placed upon their disposal, unless other restrictions are imposed from outside agencies, such as federal granting agencies:

- May not be sold, offered for credit or given to private individuals.
- May be transferred to the following entities located in Illinois:
 - another agency covered by State Property Control Act 605a state-supported university library or a tax-supported public library, including a library established by a public library district
 - a library system organized under the Illinois Library System Act or any library that is a member of such system Illinois Library
- Items that are disposed of in these ways must be submitted on an itemized list to the Library Business Office, along with an estimated cost of the material. This may be done using established procedures for withdrawing items from the online catalog. Library withdrawals are reported by the Library Business Office to Campus Property Accounting on an annual basis.
- May be withdrawn and recycled as scrap. Recycling should be pursued and withdrawn items must be sent to an approved local Illinois recycling program if the material is recyclable. Scrap may not be used for private purposes or private gain.
- May be offered for credit or exchange for library materials of equal value to a reputable agent or vendor, through the Office of Collections.
- May be used in another part of the University.
- May be kept for office use. Later disposal of this material must follow the procedures set forth here.
- May be transferred to an out-of-state library if not needed by any other state library and only after receipt of approval from the Property Accounting Section who, on behalf of the Library, will first pursue approval from the Illinois Department of Central Management Services. A list of items and their estimated original costs, estimated current value, acquisition dates, and original funding sources must be provided to the Library Business Office.

Materials received as gifts:

- May be added to the collection if needed. Once a gift is added to the Library collection, it becomes University property and the procedures outlined in the *Disposition of Library Materials* apply.
- If not needed, it may be sold in the Library book sale or used for exchange with reputable agents for additional Library collection materials, unless the donor has stipulated the gift may not be used in this way.

Materials received through external funding sources.

- Items acquired with restricted external funding, such as grants and federal depository items, must follow the disposition procedures prescribed by the

funding agency. If the external sponsor does not stipulate procedures for disposition, then procedures outlined in *Disposition of Withdrawn Procedures* then applies.

Approved by Collection Development Committee
September 2001