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# Last Copy Guidelines

Consortium of Academic and Research Libraries in Illinois

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## LAST COPY GUIDELINES

May 1998 (updated November 2003; September 2006)

# Last Copy Guidelines

1. Member institutions of CARLI will from time to time be surveyed to identify those willing to take responsibility for maintaining the last copies of monographic and serial titles (regardless of format) for a specified subdiscipline area(s). Preference will be given to institutions already having strong collections in the subject. Institutions receiving CARLI funding for a specific subject should accept last copy responsibilities for that subdiscipline. CARLI will maintain an electronic directory of those institutions having last copy responsibilities for specific subjects. The CARLI Collections Working Group and the CARLI Director of Collections Services will remind library directors at last copy repositories of this commitment.
2. Institutions with last copy responsibilities must accept the placement of a last copy in that subject area transferred from another Illinois institution. Acceptance of the last copy of a periodical or other serial does not require initiating a new subscription. Each last copy repository will designate from its current holdings the serial titles it is willing to accept responsibility to maintain. These lists of serial titles will be posted on the web or links will be provided to them from the CARLI website.
3. Before withdrawing monographic or serial titles from holdings, each CARLI member institution should verify that other copies exist within the state. If no other copies exist in statewide holdings, that institution must either retain the copy or transfer it to the appropriate last copy depository for that subject area. Items having no catalog record in I-Share should be cataloged in a timely manner. Last copies will be identified with an appropriate symbol on the physical item, as well as on the catalog record. This guideline includes all subjects including children's literature and K-12 textbooks.
4. Institutions with last copy responsibilities are not required to accept last copy transfer of materials that fall outside of their internal collection development policies (e.g., copies of college textbooks).
5. Last copies of print materials may be replaced by electronic versions if there is assurance that the electronic version will be archived permanently and be available to other institutions in Illinois, and with the agreement of the institution holding the print last copy. An institution objecting to the disposal of a print last copy in favor of an electronic version is required to accept placement of the print copy in its own collections.
6. Access to last copy holdings will be through standard library procedures, such as interlibrary loan.
7. Institutions wishing to cease being a last copy depository must give at least one year's notice via the CARLI listserv. The CARLI Collections Working Group will identify another institution to accept future responsibility for the subject(s). If an institution does give up responsibility for being a last copy depository, it is responsible for retaining last copies in that subject unless the new institution is willing to accept them.

## Definition of Last Copy for Monographic Materials

### Publication Date/Edition/Printing

For post-1821 monographs, the last copy depository should retain copies of every edition (but not every

printing) of a monograph. Librarians may use their discretion on the need to retain variant printings of monographs of this era.

For pre-1821 monographs (and for later publications of special historical or bibliographical importance) the depository library should retain all manifestations of the item (i.e., all printings and editions).

### **Format**

For post-1821 monographs, the last copy depository may retain copies of monographs in any format (e.g., print, photocopy, microform, computer file) which preserves the form and content of the original. The depository library should retain all manifestations of the item (i.e., all formats) if the item is of historical or bibliographical importance.

### **Definition of Last Copy for Periodical and Serial Titles**

The last copy depository will retain all currently held volumes (in any format) of periodical or serial titles and maintain currently held subscriptions in that subject area. New subscriptions to last copies of periodicals are encouraged but not required. As opportunities arise, the institution should attempt to fill in gaps in the holdings.