

Memorandum of Agreement

CTW Collections : Final Copy Policy

9/27/12; rev. 10/1/12 (DKamrardt) Approved by CTW Directors, Oct. 4, 2012.

This Memorandum of Agreement among the partners of the CTW Consortium (Connecticut College, Trinity College, and Wesleyan University) outlines the policy and procedures for “final copy” library monographic material held by any one of the CTW partners.

Policy:

In recognition of the mutual benefit of shared library collections and to preserve essential and important scholarly materials in the CTW Consortium while reducing unnecessary duplication, the partners agree that final copies of monographic materials in CTW will be de-accessioned only with the approval of the other two members. Materials that are duplicated by one of the other partners and considered not to be of ongoing relevance to the weeding institution’s curriculum or research interests, may be withdrawn without notice.

Procedures:

Librarians who are considering the de-accessioning of a small number of items (up to 20) that, on research, are found to be the final copies in the Consortium, will take the following action:

1. Notify the collection development librarians/coordinators at the partner colleges that “final copies” are being considered for weeding.
2. If either partner library requests an item not be weeded from the Consortium, the originating library will retain it.
3. The item’s MARC record will be marked in the 9xx field indicating that the title is a “final copy” in the consortium and has been preserved based on a request from [partner library] on [date].
4. If the initiating library does not receive a response within a month, there is an assumption of consent and the material may be weeded.

For large scale weeding projects, each library is responsible for articulating to its consortium partners the criteria and goals for their collections reviews. Before de-accessioning final copies, librarians will take the following actions:

1. A list of “final copies” will be provided to the partner libraries for review after standard criteria for potential withdrawals have been applied (ongoing scholarly/textual value; physical condition; regional & national holdings).
2. Retention of items identified for withdrawal by one library will be negotiated with the collection development librarians/coordinators of the other two libraries.
3. Upon request, the originating library will retain final copies unless space and/or content considerations make a transfer preferable.
4. The title’s MARC record will be marked in the 9xx field indicating that the title is a “final copy” in the consortium and, in case of a transfer, that it has been received from [partner library] on [date].”

This policy will be reviewed on a five-year cycle to ensure it continues to meet the needs of the CTW partners.