

Libraries Online, Inc. (LION) Last Copy Guidelines

LION believes in diverse and wide-ranging library collections that are shared among the patrons of its member libraries. This commitment to resource sharing implicitly recognizes that no single library can address the information and entertainment needs of its community. Within this context, individual library withdrawal decisions must consider the uniqueness of an item before its removal from the shared bibliographic database.

To ensure this preservation goal, the following guidelines are recommended to LION Libraries. These guidelines only apply to items that are deemed consequential in the professional judgement of library staff. They must add value to LION's bibliographic holdings and be in usable condition or better.

Recommended Procedures:

- Each item to be deaccessioned must be checked against the LION bibliographic database.
- If there is an exact match, the item may be discarded.
- If there is no match, findIT should be searched for a copy.
- If there is no match in findIT and the library would still like to remove the item, the item should be offered to other LION libraries.
- Libraries should use the LION Bibliographic Distribution List (bib@lioninc.org) for these transactions.
- The subject line of the message should read "Last Copy in Sierra."
- Materials are offered on a first come, first serve basis.
- The body of the message should include the following information: title, author, ISBN, year published and publisher. It also should include a date by which libraries should respond.
- If an item is identified as a last copy, libraries should place an internal note in the item record indicating "Last copy in Sierra" in order to assist with future local deselection projects.

Board approval, 2/22/22