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WITHDRAWAL POLICY

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WITHDRAWAL POLICY

Approved: CDC 4/15/09

Approved: Libraries Executive Committee 4/21/09

1 Philosophy

1.1 To keep collections current and usable, materials may need to be withdrawn.

1.2 Materials to be withdrawn often include extra copies, outdated and little used (including in building use and circulation) materials, and mutilated items.

2 Policy

2.1 Withdrawals must be authorized by the liaison librarian or the librarian in charge of a branch or special collection

2.1.1 Retention decisions for serials are made at the time of purchase or when it becomes necessary.

2.2 The documents librarian must countersign the withdrawal slips for government documents. These include US, UN, Nebraska, and OAS documents.

2.3 Technical Services establishes guidelines on the total number of withdrawals that can be processed at a given time.

3 Procedures

3.1 Materials to be withdrawn are sent to the withdrawal shelf in Technical Services with withdrawal slips signed by the authorizing librarian.

3.1.1 The withdrawal slip for government documents must be countersigned by the documents librarian.

3.1.2 All volumes/copies of a title to be withdrawn from a given location should be sent at the same time.

3.2 Notify Technical Services when beginning a withdrawal or weeding project.

3.3 Technical Services is responsible for updating OCLC records and IRIS bib, item, and check-in records, coordinating with Documents staff when appropriate.

4 Updating of policy

4.1 CDC is responsible for updating the policy.