Guidelines for Retaining Last Print Copies of Books and Journals for Florida Medical Collections

Florida Consortium of Academic Libraries of Medicine (FCALM)

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Background

As medical collections are weeded in upcoming years, the FCALM has decided that steps need to be taken to ensure that valuable print medical and biomedical collections are preserved and available for loan as part of a shared statewide collection. Sharing of print collections throughout the state is made possible by a service, UBorrow, which provides for the timely lending of print books via convenient links and request forms within the Aleph online catalog. “Guidelines for Retaining Last Print Copies of Books and Journals for Florida Medical Collections” expands on the State University System of Florida State University Libraries “Last Copy in Florida Policy,” by requiring that medical libraries retain last copies of medical or biomedical monograph based on criteria established in this policy. In addition, this policy includes a set of guidelines that medical libraries will follow in making decisions about weeding print journal collections.

Monographs

In the normal course of withdrawing material, each medical library within the State University System should make a determination if a copy to be withdrawn is the last copy in Florida. If a library decides to keep a last copy title in its own collection, to transfer this last copy title to another SUL or to transfer this last copy title to the statewide storage facility, the book shall be labeled “Last copy in Florida” and a note added to the record indicating the exact collections evaluated in making this determination. For example in preparation for the 2012 FSUCOM weeding project, the FSUCOM identified 1173 monographs that are unique when compared with the holdings of UF, USF, UCF, FIU and FSU. These items will be retained in the FSUCOM library, sent to storage at FSU or sent to the statewide storage facility where they will be available for loan to all users of the SUS system.

Exceptions are permitted based on the following criteria:

1. The physical condition of the item (brittle, missing parts, heavy mold) argues against keeping the book.
2. The book is clearly of a non-academic nature and inappropriate for an academic collection due to its nature and/or date (example: 2000 edition of Microsoft users' manuals).
3. Old editions of widely held textbooks or review books as indicated by a national WorldCat search.

Monographs that have been selected for weeding will be offered to the library’s home institution first for departmental transfer, then offered to other state university libraries, and finally sold or sent to surplus as permitted by each institution. If materials are requested by other state university libraries, the cost of shipping the materials will be borne by the receiving library(ies).
Journals

The vast majority of medical and biomedical journals are available in reliable digital format. Therefore, there are no compelling reasons for Florida academic medical libraries to retain duplicative (print and electronic versions) of medical/biomedical journals. Library will follow these procedures when making decisions:

1. If the journal is needed by the University of Florida collection to complete print journal holdings or fill gaps, it will be offered to UF for eventual relocation to the statewide storage facility.
2. If the journal is part of the recently unveiled National Library of Medicine (NLM) preservation plan designed to ensure that all 250 Abridged Index Medicus journals are preserved in their entirety, it may be weeded. The NLM preservation plan is currently under development.
3. If the journal is available in electronic format from a publisher or other reliable vendor, and therefore available for interlibrary loan lending, it is an appropriate candidate for weeding.
4. If the journal is available in print format from one or more large academic library collections, it may be weeded.

Journals that have been selected for weeding will be offered to the other state university libraries, then offered by the library’s home institution for departmental transfer, and finally sold or sent to surplus as permitted by each institution. If materials are requested by other state university libraries, the cost of shipping the materials will be borne by the receiving library(ies).