TECHNICAL SERVICES BUREAU Guideline No. 10-2015



Title: Withdrawing print volumes

Impact/benefit:

- Patrons/Reference/ILL/Circulation
 - o Withdrawn items are no longer listed in our catalog or as NMS holdings in WorldCat

Mainly affects the work of: Principal Cataloger Documents CatalogerX_ Dewey Cataloger Bureau Chief TSB Fed Docs Technician TSB State Docs Technician TSB Serials Technician PSB Librarians PSB Docs Librarian PSB Docs Technician
Policy involves these rules, systems: RDASALSA _ X _ Polaris _ X _ OCLCCONTENTdm other:
Policy involves these records: _X_bibauth _X_itemserial holdings/pub patterncheck-in/issuesCdmother:
History

• Letter to State Auditor no longer needed; print volumes are inventory exempt.

Policy addresses these problems, needs:

Proper procedures for surplusing state property. How to process withdrawals, how to arrange recycling.

This policy doesn't apply to state or federal publications. The Documents Librarian follows a needs-and-wants routine. However, the Documents Librarian must coordinate with the Dewey Cataloger so that the related records are removed from Polaris/symbols removed from WorldCat.

Policy/Procedure:

- If NMSL is withdrawing the last copy of title then delete item and bib recs from ILS (Polaris) and our symbol from WorldCat (OCLC). If other SALSA libs still hold copies then delete our item recs from ILS (Polaris) and our symbol from WorldCat (OCLC).
- After appropriate Polaris/WorldCat work, periodical and newspaper issues can be recycled directly and microforms and AV media can be thrown away.
- List print volumes on spreadsheet
- Apply withdrawn stamp to each volume
- Box up volumes
- Complete Request for Disposition; get records liaison signature; submit to RMD (SRCA Records Management Division)
- When RMD is ready deliver boxes to them.

See attached example.