

Last Copy Procedures:
Information for NEOS Libraries Staff
Revised April 2018

If your library is considering discarding an item that is the last copy of a title in the consortium, you may offer the item to the University of Alberta Libraries as a donation following UAL's normal donation process (<https://www.library.ualberta.ca/about-us/donations/>), but only if the item would be discarded under your regular policies and you believe it would still be valuable to the consortium. Please note that we require an [inventory](#) listing relevant publication information for each item.

Please note that the University of Alberta Libraries may choose not to accept the item. Consult the guidelines below for what not to send. In particular, a print copy of a book or journal will not be considered for retention if UAL has electronic access. Once anything is shipped to UAL as a last copy donation, it will not be returned to the sending library even if UAL does not retain it. Once donated, material is owned by the University of Alberta Libraries, not the donating library.

Staff at the donating library must change the location of all donated materials to LAST_COPY so they no longer appear in the public catalogue. Do not mark items as discarded since doing so would lead to the records being deleted in Symphony with the next monthly "remove discards" report. Material then needs to be shipped to UAL.

Please contact University of Alberta Gifts & Donations staff, gifts@ualberta.ca, in advance of making any donation and to obtain shipping information.

Serials:

- UAL may accept back issues or volumes of serials to fill in gaps in their collection if electronic access is not available.
- Separate serials and monographs into different boxes when shipping.

Do NOT send any of the following even if they are the last copy in the NEOS catalogue:

- Books in bad condition
- Popular magazines
- Textbooks
- General encyclopedias
- Common dictionaries
- How-to manuals
- Self-improvement books
- Materials in the areas of business administration, personnel administration or inspirational management
- Computer manuals
- "Dummies" or "Complete idiot" books
- Draft reports
- Non-Canadian government documents or unofficial reports

- Superseded monographs where there are records for later editions in the catalogue
- Ephemeral literature for the layman
- Discussion or working papers from universities
- Photocopies
- Documents printed from the Internet
- Journal off-prints
- University of Alberta theses
- Audiovisual materials

Process reminders:

- All items must be changed in WorkFlows to location LAST_COPY before shipping.
- Separate monographs and serials into separate boxes.