

## NEOS Last Copy Program

The University of Alberta Libraries (UAL) is committed to working with NEOS partners to fulfill our collective responsibilities as the stewards of our collections. UAL believes that it is a benefit to the consortium and the public at large to ensure ongoing access to these materials.

As such, UAL will accept donation offers from NEOS Member Libraries who wish to discard items from their local collections that they believe are deserving of ongoing retention within the wider NEOS consortium.

In order to be considered for donation as part of the NEOS Last Copy Program, items being offered to UAL should be:

- Already in the catalogued holdings of a NEOS Library member.
- Not duplicated by existing UAL holdings.
  - For print serials, UAL may accept copies that duplicate electronic holdings, or to fill gaps in our older print journal runs.
  - For print books, UAL may accept copies that duplicate electronic editions, or meet unique regional interests.

All accepted materials are received with the understanding that UAL becomes the sole owner of the material. UAL reserves the right to determine retention, location, level of description, access, and all other considerations related to the use or disposition of the material.

To offer material as part of the NEOS Last Copy Program:

- Complete a [NEOS Last Copy Inventory](#) listing the title, ISBN/ISSN, and item ID, and UAL holdings information for each item.
  - **Be sure to complete the holdings information for each item, indicating whether UAL currently has a matching print or electronic copy.**
- Contact UAL Collection Strategies Unit, with the completed inventory, via email: [csu@ualberta.ca](mailto:csu@ualberta.ca). Indicate that this donation offer should be considered as part of the NEOS Last Copy Program.

UAL staff will respond with a list of items we are able to accept along with a confirmation to send the accepted material to the University of Alberta. Please do not send physical materials until you receive this confirmation.

When sending last copy material:

- Make sure to only send items to UAL that were indicated as accepted by UAL.
- Change the location of all items accepted by UAL to **LAST\_COPY**. This will shadow the item

in the catalogue. **Do not discard the item.**

- Ensure that all material is packed securely and shipped to:

NEOS LAST COPY  
*Cataloguing and Metadata Strategies*  
5-25 Cameron Library  
University of Alberta  
Edmonton AB T6G 2J8

Please direct any questions to the University of Alberta Collection Strategies Unit at:  
**csu@ualberta.ca.**

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