

Malpass Library Acquisitions/Cataloging Withdrawal Policy

Purpose

To standardize the withdrawal of materials from the library catalog.

Definition

To create a standardized procedure for withdrawing materials from the library catalog in excess of 60 pieces.

Scope

To facilitate the withdrawal of materials from the library catalog in an organized manner to better facilitate the workflows of the Acquisitions/Cataloging Unit (Acq/Cat) and to establish a benchmarking procedure for this type of project.

Policy

1. Project request form must be completed with an estimate of the number of items in a call number range for the materials being withdrawn.
2. Project requestor will notify the Access Services Unit coordinator, upon completion of the physical removal of materials from the stacks by phone or email. Information should include the call number range(s) affected.
3. Withdrawn materials will be put in designated shelf location in Acq/Cat area.
4. Acq/Cat staff will withdraw and discard the items and update the catalog record.

Review

This document will be reviewed by staff on an annual basis.



Approved/Signature

Tuesday, August 25th 2009

Date

Reviewed: 8/25/2009