

## Four County Library System's Last Copy Procedure

As provided for in the Four County Plan of Service 2012-2016, Four County Library System is implementing a Last Copy Collection program to help members with their space needs, while still making useful books available to library users. This program is being implemented for adult materials, and will be reviewed periodically to assure the procedures and intent are proving effective.

The last copy collection will be for books only. All books sent to Four County for the Last Copy Collection become the property of Four County, will be intershelved in the stacks, and are subject to Four County's weeding and discard practices.

Books that meet the following criteria may be added to the Last Copy Collection at the discretion of the Collection Services Manager. It is expected that only a small percentage of any library's discards will meet these criteria.

**Last Copy Criteria:** Material must meet 1 or more of these criteria.

### Non-fiction

1. Books should not contain misinformation. Medical and legal books are obvious concerns here, but also consider books such as Childhood of Famous Americans books, which were heavily fictionalized
2. The book is uniquely memorable because of writing style or illustrations.
3. Book is included in indexes.
4. The book represents a milestone in publishing and may be included on college reading lists.
5. Local history.
6. Repair manuals and other similar materials which, although dated, may be hard to obtain from other sources and important to some users.
7. Those materials that circulate heavily but are likely to be stolen if left on open shelves. (e.g., Wicca titles).
8. No reference books.

### Fiction

1. Material was once used widely.
2. Material is part of a series or features a continuing character or setting.
3. Author was prolific.
4. Author is still alive or still publishing new works.
5. Material was widely taught and/or appears on lists.
6. The book was the basis for a popular film or other adaptation.
7. Material won a major award.
8. Material was widely read. Parents and grandparents often want to share favorite materials with children and grandchildren.
9. Material has a local connection through the author or setting.

If you have decided to discard a book that is the last copy of a title in the system and that you feel meets the above criteria, please contact Megan Biddle.

Materials submitted by member libraries and not added to the 4CLS collection will be handled according to the 4CLS discard procedure.

\_\_\_\_\_ **Library**

**Four County Library System**

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(Library Director)

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(FCLS Director)

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( Date)

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( Date)

Revised June 2015