



Last Scottish Copy Policy

The Scottish Confederation of University and Research Libraries (SCURL), the National Library of Scotland (NLS) and the Scottish Library and Information Council (SLIC) have collaborated to develop and revise the Last Scottish Copy Policy (“the Policy”) which relates to the print collections of libraries in Scotland.

Rationale

The aim of the Policy is to ensure that researchers, in the broadest sense, continue to have access to print materials in Scotland.

Scottish libraries are working in collaboration to preserve and maintain distributed access to print and digital material for the people of Scotland. This collaboration is effected through the access policies agreed by SCURL, SLIC and the NLS and collaboration with UK print projects. Although the Policy is likely to be of most relevance to Higher Education libraries it is recognised that significant research materials are held in the wider Scottish library community.

The distinct cultural identity of Scotland manifest in the separate educational, legal and governance systems supports a Scottish Last Copy retention policy as it represents the intellectual output and collective national memory of Scotland.

The Policy offers libraries a recognised mechanism to manage the disposal of nationally duplicated material. This broader, more inclusive approach will sit alongside local collection policies that have been and are dependent on the mission, teaching and research of the parent institutions.

The Policy acknowledges on-going opportunities for digitisation by institutions that hold rare items or significant collections. It is proposed that attention should be given to an extension of the Policy to non-print materials. The Policy acknowledges on-going developments at a UK-wide level, regarding print monographs and journals.

Retaining and preserving the Scottish print collection

Given the above, Scottish libraries agree to make the following **Commitment**: -

A copy should be retained within Scotland of: -

1. Scottish material in any language including material:
 - a. published in Scotland;
 - b. published outside Scotland by Scots;
 - c. about Scots;
 - d. relating to Scotland;



- e. relating to any aspect of Scottish life and culture;
- f. about individual Scots.

Such material represents the intellectual output and collective national memory of Scotland.

Unique or scarce items without a Scottish connection in Scottish libraries should be retained for communal access and benefit. Libraries choosing to remove these items may offer them to other Scottish libraries: however, there is no mandate for retention. In these cases local print retention policies take precedence.

Guidelines for the workflow supporting this policy

Retaining items meeting the criteria listed above for Scottish Connection

- Items should be identifiable in publicly available local and shared discovery systems through use of the 583 metadata field. The CCM group has established standard wording for the field for this purpose (See Appendix A);
- Where possible libraries should contribute their holdings to the National Bibliographic Knowledgebase (NBK) and ensure that their holdings are current and regularly updated.

Withdrawn items meeting the criteria listed above for Scottish connection:

- If the NLS does not own a print copy the item to be withdrawn should be offered directly to them through the Acquisitions unit;
- If the NLS does own a print copy the item may be offered to another Scottish library.

Withdrawn items NOT meeting the criteria listed above:

- An offer may be made to other libraries, but if not accepted follow local collection management policies.

This policy is to be reviewed every five years.

Status Control

Version	Date	Status	Prepared by	Reason for Amendment
1.0	19 th April 2017	Draft	Diane Bruxvoort	
1.1	6 th February 2019	Revised draft	Lorna Mitchell	Addition of Appendices; updated reference to the NBK.



Appendix A – Standard Wording for the Marc 583 Note Field

Recommended format for entry:

583 1#*retainLast Scottish Copy Policy*20191204**

Indicator / Sub-field	Content	Descriptor
First indicator	1	Not Private
\$a	Retain	Action
\$b	Last Scottish Copy Policy	Action identification



Appendix B - Recommendations for offering and transferring general material, i.e. non-special collections

Rationale

SCURL wishes to ensure that Scotland possesses a wide-ranging, diverse, relevant collection to support research and study, a collection which is available to all through the SCURL access policy. Equally CCM facilitates rationalisation of space, collections and costs across member institutions. To enable a collaborative, fair, transparent process, the following principles have been developed, providing guidance on how libraries should offer and transfer material.

Sharing information

Libraries should update their collection development policies (CDPs) on a frequent basis. It is recommended that collection development policies be reviewed at least every five years. Libraries should share CDPs via the SCURL website.

Whenever possible libraries should give advance notification of major disposal programmes if they expect to offer material to other institutions.

Offering

Only material which is considered as good, usable, robust and stable should be offered. Please do not include unusable material e.g. very fragile, damaged, mould or pest infested material.

In keeping with the spirit of collaboration it would be unethical to offer material in poor condition, particularly in the case of mould. On transferring to a different environmental condition, it may impact on a Library's existing collections.

Donor library staff should check titles for disposal on COPAC for monographs or SUNCAT for serials and any relevant international library catalogues, bibliographic tools or digital libraries to assess holdings.

Libraries may still dispose of items regardless of whether they are unique as decided by the SCURL Business Committee in autumn 2016.

When targeting specific libraries with material, donor libraries should check the potential recipient library's OPAC and offer accordingly. Some libraries such as the National Library of Scotland, only accept duplicates which have particularly significant provenance or fine bindings.

Donor libraries should indicate the space required, information about the condition of material including whether the material may have been kept in sub-standard storage.

The recipient library's staff should have the opportunity to assess the material at the donor's premises whenever possible.



Terms of transfer

There should be recognition by all parties that the recipient library will incur both real and in-kind costs in terms of processing, cataloguing, preservation and storage. These may be substantial depending on quantities of material involved and any conservation work required.

Recipients may wish to request a contribution to costs.

Transportation costs should be negotiated in advance.

Donors should provide a packing list including an electronic copy of the list, preferably with MARC records. Boxes should be clearly labelled. Each box should weigh no more than 15kg.

When material is stamped or ownership marked, it is the donor library's responsibility to take de-accessioning measures. Recipient libraries must not feel obliged to remove the donor library's stamp if they in turn wish to dispose of items. Libraries should recognise the risk of not stamping/cancelling e.g. users may think material has been lost or stolen. There may be sensitivities about stamped material being sold, given to charity or sent for recycling. Pulping material to prevent stamped material resurfacing is more costly than sending for recycling.

The recipient library has a right to dispose of the donated material in line with their Collection Development Policy, especially duplicate material.

Written confirmation of the transfer of ownership should be retained by both parties as a record of the transaction.

Post-Transfer Access

Both donor and recipient libraries agree to update catalogue holdings to accurately reflect the transfer as soon as possible. This will ensure, where possible, that union catalogues are also updated and any changes become visible to users.

Standard SCURL shared access policies and the recipient's access policy will apply. Agreement should be made about any special access for the donor library where necessary.

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