

**DUPAGE LIBRARY SYSTEM
SERIALS WITHDRAWAL GUIDELINES**

The DuPage Library System wants to retain the integrity of the serials holdings within its member libraries. It encourages librarians to consult with one another when considering the withdrawal of an entire periodical back run to try to ensure the retention of bibliographically unique holdings within the system. A five-step “Serials Withdrawal Procedures” document suggests the steps to follow when withdrawing a periodical title run. The guidelines do not pertain to discarding current periodical issues when a microform backup is obtained or when a library holds only scattered issues of a title. The guidelines only refer to the potential withdrawal from the system of a periodical title which may be of significance or use to another library.



**DUPAGE LIBRARY SYSTEM
SERIALS WITHDRAWAL PROCEDURES**

These procedures outline the steps to follow when considering the withdrawal of an entire periodical back run to try to insure the retention of bibliographically unique holdings within the DuPage Library System.

1. Before withdrawing a periodical title run:
 - a. Check WorldCat to determine if you are
 - (i) Sole Holder
 - (ii) One of 4 or Fewer Holders
 - (iii) One of 5 or More Holders
 - b. Determine if a commercial vendor has the title available in microform (from UMI or other vendor).
 - c. Determine the level of local use of the title, based on ILL records, circulation records, staff input, etc.
 - d. After reviewing steps (a), (b), and (c), decide whether you wish to retain or withdraw the title.

2. If you are the Sole Holder and wish to withdraw the title:
 - a. Offer it through DLS's Giveaways and For Sale email list; include the proper bibliographic citation with ISSN, the run available, and the available indexing source(s); indicate a deadline for a response. Go to <http://www.dupagels.lib.il.us/lists/> to sign up for DLS email lists.
 - b. If no library in DLS wants it and there is microform available (UMI or other vendor):
 - (i) Check WorldCat. If held in WorldCat, offer it to that library via fax, letter, or email, indicating a deadline for a response.
3. If you are one of 4 or Fewer Holders:
 - a. Offer it directly to the other holding libraries via fax, letter, or email; include the proper bibliographic citation with ISSN, the run available, and available indexing source(s); indicate a deadline for response.
 - b. If none of these libraries wants it, offer it through DLS's Giveaways and For Sale email list; include the proper bibliographic citation with ISSN, the run available, and available indexing sources; indicate a deadline for response. Go to <http://www.dupagels.lib.il.us/lists/> to sign up for DLS email lists.
 - c. If no library in DLS wants it and there is microform available (from UMI or other vendor): Withdraw the title.
 - d. If no library in DLS wants it and there is no microform available (from UMI or other vendor):
 - (i) Check WorldCat to see if another system holds it, then offer it to that system via fax, letter, or email, indicating a deadline for a response.
 - (ii) If no system holds it or wants it, you may consider withdrawing it because it is still held by another DLS library.
 - (iii) If you plan to withdraw it, first notify the DLS holding libraries of your decision, giving them a final deadline for response in case they wish to reconsider.
4. If you are one of 5 or More Holders:
 - a. Offer it through DLS's Giveaways and For Sale email list; include the proper bibliographic citation with ISSN, the run available, and available

source(s); indicate a deadline for a response. Go to <http://www.dupagels.lib.il.us/lists/> to sign up for DLS email lists.

- b. If no library in DLS wants it: Withdraw the title.
5. Update WorldCat Local Holdings as appropriate.

Note: These guidelines are intended for use by DLS libraries. If other consortial agreements exist, they should also be taken into consideration.

6/20/94
updated 1/27/03
updated 4/02/07