
ELECTRONIC RESOURCES & SERIALS ACCESS DEPT.

Serials Cataloging Unit

Branch Libraries Decisions on Discarding Pieces

rev. 04/2005

CURRENT PERIODICALS CENTER

Limited Retention *Per Shelly* - If there are no pieces accompanying the notice and the holdings says it is limited retention (i.e. "Library retains latest year only"), then CPC had discarded the pieces and will not have any holdings.

Maj. Copies Only - If the notice says "MAJ. COPIES ONLY," it means to cancel the MAJ. title only. If there are two locations (i.e. CPC and MICRO or CPC and BRANCH) then leave the MICRO/BRANCH copy alone. Cancel the Maj. title only.

KELLOGG - *Per Vonda* - Kellogg will discard pieces for limited retention if a notice is sent and marked for discard. In some cases, Kellogg will keep a piece for referral purposes.

LIFE SCIENCES - *Per Karen* - They will send pieces along with the notice, if they are to be discarded.

ENGINEERING

Per Pam - If the pieces are intended for discard, they will discard them before sending the notice over. These are usually limited retention

Per Aaron - If there are unbound issues not in the holdings and are not bar-coded (i.e. "Current year only"), then Engineering will delete the system supplied bar-code and discard the pieces. Bound journals that are bar-coded and holdings are in the record, then Engineering will send directly to CADM.

MATH - *Per Karen* - If discard is checked on the notice, then Math has already discarded the pieces.

CHEM/PHYSICS - *Per Diane* - They will send the pieces to CADM when sending the notice. Chem/Physics will discard unbound journals themselves and will take out the system supplied bar-code.

ARCHITECTURE - *Per Deb* - If discard is checked and the pieces accompany the notice, it is then OK to get rid of the record. If no pieces come with the notice, we should then **CALL DEB WEBB** to see what Architecture wants done with the record. Deb said "if the notice comes without pieces attached, then it's a RED FLAG and we are to call her."