COUNTING CATALOGED SERIAL DISCARDS /WITHDRAWNS

DISCARDS:

Serial items that have never been counted as volumes added to the collection (for example, kept two years and current, loose duplicate issues of bound titles, kept until microform received and unbound superseded issues) will be counted and discarded by the Binding Department.

WITHDRAWNS:

Serial items that have been counted as added volumes (for example, the item is typed or checked-in on a shelflist holdings card or the item has an item record with the correct volume, itype, and barcode and do not meet the criteria for DISCARDS) will be counted and withdrawn by the Serials Cataloging Unit. If a check-in box exists for the item being withdrawn or if the item is a lease agreement, the item will be given to the Serials Department to enter a note in the check-in box and return the item to the publisher, if necessary.

COUNTING CATALOGED MONOGRAPH WITHDRAWNS

A title and volume count will be kept by Cataloging Department for monographic items that are withdrawn. Law Library staff count law withdrawals and sends monthly reports to the LAT III who compiles the monthly statistics.

10/6/98 ele