

Memorandum of Understanding

University of California Government Information Librarians Agreement on Last Copy Retention of Government Publications June 2006

The University of California Government Information Librarians (UC GILS) recognize that the tangible government publications collections at the UC campuses are a major source of research interest for our communities. The UC Libraries have invested significant resources into developing these substantial collections; maintaining an historic collection as complete as possible is essential to meeting UC research needs. In order to ensure that we do so, the UC GILS agree that:

- before electing to weed publications from the U.S., California, U.N., international or foreign government collections, the government information librarian will ensure that at least one copy is available in the UC system, and identifiable through a Melvyl search. Ensuring that a copy is in the system may require physical confirmation from a holding location.
- the holding library will not discard the publication if no copy is found in Melvyl. We acknowledge that some government holdings exist which are not included in Melvyl, however, it is important to ensure that we preserve copies that are easily discoverable.
- the library that has determined it holds the last copy should make it identifiable through Melvyl.
- microform and other format versions will generally not substitute for a paper copy; exceptions could be made, with UC GILS consultation, for appropriate materials.
- libraries may contribute to a pooled set of a serial to ensure that the best and most complete copy is retained.
- viable options to a campus with last copy publications are:
 - retaining the publication at the campus
 - sending the publication to an RLF
 - offering the publication to another UC library (unless depository regulations apply).

- last copy status be designated in the Melvyl catalog record whenever feasible, with the following statement added to the record:
“UC library collections last copy”
- UC libraries may rely upon last copies of government publications housed at other campuses; such publications will be loaned freely to UC campuses even if there are circulation restrictions; limited use (for example, LUO), may apply. Ownership will remain with the holding library.
- efforts will be made to preserve the last copy of a tangible government publication in the best possible condition.

Although the creation of a shared collection provides opportunity to reduce or eliminate duplication, this agreement is not to be construed as a mandate to discard publications, nor to relinquish local discretion in the decision to weed other than last copies.

This agreement will remain in force indefinitely. UC GILS will review the MOU annually and update it if needed.

Participating campuses in this agreement include all UC member libraries of the Government Information Librarians consortium: Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara, and Santa Cruz.