



## Last Copy Principles and Guidelines

### Guiding Principle

Participants in the Rosemont Shared Print Alliance seek to ensure that last or scarcely held print journal titles (i.e., titles with three copies or fewer held by libraries in the Rosemont Alliance) are preserved and accessible for future scholars. This may include retention by the library that owns the last or scarce title, or transferring the material to a participating storage facility or institution that is willing and able to retain it under Rosemont Alliance guidelines.

Libraries in the Rosemont Alliance are not required to follow the last copy guidelines for material considered out of scope for Rosemont retention. Examples include government documents, monographs, non-print formats, handbooks, indexes, yearbooks, and non-circulating material.

**Definition of a Last or Scarce Copy:** A last or scarce copy is a title (see [Rosemont Glossary](#) for definition) for which only one, two, or three copies are found in OCLC WorldCat to exist among [Rosemont Alliance participating libraries](#).

**Collectively, Rosemont Alliance participants agree to the following principles:**

1. To exercise due diligence in determining scarcity of print journal titles in their collections through WorldCat or other group analytics.
2. If retention in place is not possible, libraries should consider transfer of the retained material to another institution within the home shared print program (e.g. WEST, FLARE, etc.) following local program policies and procedures.
3. If retention is not possible in the local program, to donate any last/scarce holdings to a willing Rosemont Alliance participating library where they will be retained for the duration of the recipient's retention period. See the [Rosemont Journal Donation/Transfer Guidelines](#).
4. To manage print journal holdings in accordance with the [Rosemont Alliance policies and principles](#) as specified on the Rosemont Alliance website.
5. To retain the last or scarce copy for the duration of the receiving Rosemont Alliance participant's shared print program's retention period.