Research libraries throughout the world are currently developing strategies for the storage and preservation of last “print” and “non-print” copies of materials. Such strategies may involve collaboration between two or more national or academic libraries to allocate and/or replicate responsibility for the preservation of a nation’s, region’s, or institution’s print research resources. The University of Toronto Library is monitoring related national Canadian and international activities.

As the premier academic research library in Canada however, the UTL has an immediate responsibility to establish practical policies and procedures for ensuring that at least one print or non-print copy of resources acquired anywhere in the U of T library system is preserved for future scholars, regardless of the extent or stability of digital access. It is clear that other Canadian libraries are already relying—or planning to rely—on the U of T for their future needs, and it is becoming simultaneously clear that the U of T will be shouldering disproportionate costs for such a program, particularly in relation to the continuing provision of access, unless appropriate models for sharing the responsibility are developed at an early stage. Fortunately, in its Downsview facility, UTL currently has the physical capacity to meet the “copy-of-record” (COR) preservation objective, as well as the possibility of future expansion.

The goal for the U of T library system is straightforward: To identify and/or create as the “copy of record” (COR) the most complete and physically sound copy of any print or non-print title within the UTL system; to transfer the COR to secure long-term storage accommodation if and when it is no longer needed in the active collections; to preserve and provide access to the COR for collaborating institutions (and beyond) in perpetuity; to achieve this goal cost-effectively.

The policies and procedures required to achieve this goal within the UTL distributed library system are somewhat less straightforward than the goal itself, but certainly not impossible to implement. Fundamental principles include first, distributed responsibility for identifying, consolidating, housing, and preserving the “copy of record”; second, communication and consultation regarding any material decision on withdrawals and serial cancellations; third, collaboration for cost-effectiveness.

The UTL system seeks consensus within the academic ranks of the University in support of the commitment to preserve the last-copy of all print resources acquired by the U of T.

**COR (copy of record) assumptions:**

- Permanent retention of existing physical print and non-print holdings (microfilm, CD ROM’s, etc.) is the goal.
- COR status can be designated by any library.
- COR library will attempt to complete run, replace missing issues when possible.
- COR materials can be on campus or at Downsview.
- Downsview holdings automatically have COR status.
- UTL holdings have de facto COR status, though they may be less complete or in inferior condition.
- Unique materials shall be transferred to the UTL system.
- Copies that are defective or in very poor condition should not normally be designated as COR and/or sent to Downsview, but if it is necessary to do so because the item is unique in the UTL system or for other reasons, the defective condition should be recorded in the catalogue record by the owning library before sending the item to Downsview. If the condition so warrants, the item should be designated “do not circulate”.
- One copy only of monographs or serials can be held at Downsview. ¹
- Currently there is no limit on the number of copies of monographs that may be held at Downsview but it is recommended that the new limit be changed to two.

**UTL System Procedures for Retention of Last Print Copies**

**Serials:**

Library decides to remove a closed run of serial (either no longer published or cancelled subscription) from active space:

1) if unique (de facto COR) and complete, transfer to Downsview (or other secure accessible storage with COR¹ designation)
2) if not unique or complete, contact other holding libraries to try to form as complete a run as possible for transfer to Downsview or retention on campus with COR designation

**Monographs / Non-Print:**

If unique (de facto COR):
- transfer to Downsview or other storage
- OR: transfer to another campus library if appropriate (e.g., new programs)

If not unique, but not already in Downsview:
- transfer to Downsview or other secure storage as COR

If not unique and not needed as COR:
- discard

**Definitions**

¹“COR” could be added to the 590 field in the bib record and subfield z in the 852 field in MARC holdings, or other MARC field as most appropriate and stable after Downsview transfer.
UTL is understood to include:

Robarts Library
Gerstein Science Information Centre
Cheng Yu Tung East Asian Library
Thomas Fisher Rare Book Library
University of Toronto Archives
Media Commons
OISE Library
Earth Sciences Library
Engineering and Computer Science Library/Aerospace Library
Dentistry Library
Mathematics Library
Map and Data Library
UTL at Downsview

The UTL System includes all of the above and the other 31 libraries at the University of Toronto.