Retention of Last Physical Copy – Monographs

Is the copy unique?
- YES
  - de facto COR
  - Transfer to Downsview or other storage
  - OR transfer to other campus library
- NO

Is there a copy at Downsview?
- YES
  - Discard
  - OR transfer to other campus library
- NO
  - Transfer to Downsview or other storage as COR
Retain the Last Physical Copy – Serials

Library decides to remove a closed run of a serial: either no longer published or cancelled subscription:

**Is the copy unique and complete?**
- **YES to both**
  - de facto COR
  - Transfer to Downsview or other storage
  - Transfer to other campus library
- **YES but NOT complete**
  - Contact other holding libraries to try to form as complete a run as possible for transfer to Downsview or retention on campus.
- **NOT unique but complete**
  - Discard
  - OR transfer to other campus library

**Is there a copy at Downsview?**
- **YES**
  - Transfer to Downsview or other storage as COR.
Retention of Last Physical Copy – Serials #2

Library decides to cancel subscription and withdraw back-runs:

- **YES**
  - Is the copy unique?
    - YES
      - de facto COR
      - Circulate title - another library may want to subscribe.
      - Transfer to Downsview or to other library willing to subscribe.
    - NO
      - Is the copy COR?
        - YES
          - Identify other libraries holding title and current subscription and investigate transferring COR status and completing the new COR on-campus run.
          - If no library will maintain subscription and hold COR status, transfer all holdings to Downsview
        - NO
          - Identify other libraries holding title. (COR if exists)
          - Transfer holdings to fill gaps in COR run or other long run.
          - Transfer remaining holdings to other libraries that continue to maintain subscription and/or back-run as needed.
          - Discard residual.
          - OR If duplicated on campus (e.g. at Robarts) and substantial in length, transfer entire back-run to Downsview, which then becomes a de facto COR with the library maintaining holdings on campus and/or current