

## **Last Copy in Georgia Policy**

The Last Copy in Georgia Policy has been developed to preserve unique material held in libraries in the University System of Georgia.

The following procedures apply:

1. In the normal course of withdrawing material libraries should determine if a copy to be withdrawn is the last copy in Georgia. A list of these materials should be sent to the University of Georgia (UGA) Libraries where they will be reviewed by the Libraries' bibliographers. The list should include at minimum a brief title and OCLC number. UGA will then indicate which materials should be sent for inclusion to the last copy program.
  - a. Last copy does not apply to LPs or VHS videos.
  - b. Government Documents follow different discard procedures.
2. No judgment need be made as to nature or quality of the material, or its physical condition. Nor should any categories of material (e.g., textbooks) be excluded. In some cases, UGA may elect not to add a particular title (if repair of preservation is too expensive, for example).
3. The material should be withdrawn according to normal procedures. Mark through the barcode and the property stamp. The primary consideration is that the material is not returned later to the withdrawing library.
4. Material should be labelled as "Last Copy in Georgia" and sent to:

Nan McMurry  
Director for Collection Development  
Main Library  
University of Georgia  
Athens, Georgia 30602  
Phone: 706-542-8474  
Email: nmcmurry@uga.edu

If there is a large quantity of material, please call prior to shipping.

*Adopted by RACL on April 4, 1997; revised 2017; revised August 27, 2021 (RACL)*