

**Keep List** = These are the titles marked Keep during the project. This is **not** a list of all of the individual items currently held in the S&E Library. Reserves and protect collection items are not part of this list and neither reserves nor protect collection items were reviewed for withdraw or archive decisions as part of this project. Anything on this list was either purchased in the last five years, checked out in the last five years, had high internal use, or, was unique to libraries in the UC and beyond.

**JACS list** = These are the titles that were offered to the Journal Archiving to the RLFs.

**WEST list**= These are the titles that were offered to the WEST Archive.

**JSTOR list**=These are the titles that were offered to the JSTOR archive.

**Withdraw list**=These are the titles that were marked OK to withdraw based on the criteria: not purchased or used in the last 5 years, not unique to libraries, internal use statistics were not sufficient to warrant keeping the titles on site (see below for internal use calculation explanation).

The Withdraw list includes the following column headings:

- **TITLE**=title of the item
- **Pub. Date**=publication date
- **NRLF Duplicate**=title is held at the NRLF storage facility and accessible via ILL
- **SRLF Duplicate**= title is held at the SRLF storage facility and accessible via ILL
- **UC owned**=number of UC libraries that also own the item
- **World owned**=number of libraries in the world that own the item; the column holds either a number or the note “manually searched.” Manually searched means that the system used to get the data did not pull the number of holdings (a glitch in the download or an issue with the title match) and each of these titles was manually searched for library holdings and a decision to keep or withdraw was made at the time of the manual search. The number of holding libraries was not recorded for these titles because the data was not needed for internal library record keeping.
- **INTL\_USE**=number of times the item was taken off the shelf and not reshelfed by the patron
- **\*high browse (1 per yr) since pub date**= result of the formula: current year- item publication date
- **L- Out**=last date the item was checked out of the library
- **LCHKIN**=last date the item was checked into the library

#### **A note about the internal use data:**

**\*Internal Use data (withdrawal list column header named “ high browse (1 per year) since pub date**=an internal use is captured when a title is removed from the shelf by a patron and reshelfed by staff. This data was captured in our library collection management system. The library collection management system **does not** track the date the internal use happened. As a result, to determine when to keep an item based on internal use data the following formula was used:

- current year-publication date=highest internal use number likely (1 per year since publication date). For monographs, the decision was straight-forward, if a book was published in 1975, a very high internal use figure would be 41 uses over 41 years. For journals, usage was reviewed at the individual volume level (logging into Millennium to manually review how many volumes had usage and if we had the journal online). The internal use data along with the other criteria described in the Keep list, were used to make a final determination about what to keep on site.

Titles currently located in the Science & Engineering stacks may be searched by selecting the advanced search and adding the limit of location “S&E Stacks.” Titles in S&E reserves and protect may be similarly searched: Advanced search in cruzcat and limit to either location “S&E Protect” OR “S&E Reserves.”