

Dr. John Archer Library

Policy: Multiple Copies of Resources

Due to budgetary limitations, the library generally maintains a single-copy policy and does not purchase duplicate versions of library resources. Rather than duplicating items in the library collection, the library assists in ensuring the availability of resources by coordinating the placement of short-term, high usage materials on reserve and by purchasing items electronically when available. The library will not normally purchase a print copy of a resource already available electronically in the collection or vice-versa.

Under the discretion of the individual subject librarians, duplicate copies of particular items may be purchased under certain circumstances. These circumstances may include:

- Expected high usage over an extended period of time (> 5 years)
- Items prone to theft
- Special requests from faculty or administration with supporting rationale
- Items housed within the Archives and Special Collections