

**Withdraw –
No Replacement**

- Discard
- Book Sale
- Internet sale
- Offer to other libraries

**Withdraw –
Replacement**

- Discard immediately
OR
- Keep until new arrives
- New edition – same title
- Alternate title okay
- Identify web alternative

Transfer

- Ready reference
- Circulating Collection:

Maintenance

- Continuations list
- New editions tickler
- Review in (yr):

- Mend

Title/Call Number

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