

SOUTHWEST OHIO REGIONAL DEPOSITORY (SWORD)

Policy for the Transfer of Materials

[rev. 11/07]

Introduction

The Southwest Ohio Regional Depository (SWORD) is a high-density storage facility located on the campus of Miami University Middletown. One of five depository facilities in the State of Ohio, it is designed for the remote storage of permanently held but little used library materials in an excellent preservation environment. SWORD serves the libraries of Central State University, Miami University, the University of Cincinnati, and Wright State University.

The University Libraries began transferring materials to SWORD in late 1993. In developing policies for the transfer of materials, the Libraries have attempted to balance the need for predictability, simplicity, and user convenience. The goals for the transfer of materials are:

- To relieve overcrowded shelves and achieve optimal shelving and reader space in the Dunbar and Fordham libraries
- To transfer print materials that are lesser-used or that would benefit from the controlled environment of the Depository
- To allow most transferred materials to circulate without restriction from the depository.
- To allow all transferred materials to be used without restriction at the depository facility.

Policies

Monographs:

Monographs will be considered for transfer to SWORD if they meet the following conditions:

- More than 15 years old

And either:

- No circulations in the past 5 years (regardless of total circulations), or
- Fewer than 5 total circulations with no circulations in the past year

If a particular title is already held at SWORD, the Libraries will not send a duplicate copy; at the discretion of the subject specialist, these titles will be retained in the Libraries' collections or withdrawn.

Journals:

Bound volumes of journals that are more than 20 years old are transferred to the depository. Journal volumes may be transferred after 8 years if the title has ceased or been inactive for that period of time.

Special Projects

Material that does not meet these guidelines may be transferred to the depository under special circumstances, such as a critical space need in the Libraries. Projects of this nature will be carried out under the direction of the appropriate subject specialist and in consultation with appropriate faculty members.