

# 1.0 Policy & 2.0 Marking Physical Disposal Procedures

## 1.0 Policy

1.1 The head of the unit maintaining the collection from which the item is withdrawn and the selector responsible for the withdrawal decision have primary responsibility for assuring that proper withdrawal procedures are followed. These individuals may delegate to other library units the responsibility for administering the process described below (e.g. Preservation Department).

1.2 The following procedures are designed to meet two principles:

1. Clearly marking withdrawn items to indicate that they are no longer owned by the Yale University Library, and
2. Maintaining a permanent record of previous ownership and withdrawal on Orbis.

## 2.0 Marking & Physical Disposal Procedures

Click [here](#) [1] to access the document.

NOTE: Password protected. Consult with your supervisor for username/password. For security reasons, do not use on a public workstation and always close browser after accessing this document. (Some browsers retain the password for the duration of the session.)

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Source URL: <https://web.library.yale.edu/cataloging/withdraworbin/1-2>

### Links

[1] <https://collaborate.library.yale.edu/cpdc/PDF%20files/markings070330.pdf>