

Yale University Library
Preservation Department
Criteria for Retention of Original and Curator/Selector Review

Retention of Originals after format conversion

- Policy is to **not retain originals** after format conversion. However, exceptions to this policy may be established by the selector or the occurrence of any one of the following conditions:
 - 26 or fewer copies listed in OCLC/WorldCat
 - Author's signature (or other notable signature)
 - Extensive marginalia or notes
 - Ownership of person significant to Yale
 - Ownership of person of note
 - Books printed in New Haven and Connecticut up to 1850
 - Dedications
 - First or special edition; numbered smaller edition
 - Publishers' cloth bindings from 1804 to 1929 in good condition
 - Contains real prints (e.g. engravings, photogravures)/ photographs
- Titles exhibiting any of the above conditions may be reviewed by the unit head or selector.
- Titles that are retained will be boxed and sent to the Library Shelving Facility under the Reserve classification (**LSF-R**) and can be used only in a supervised reading room.

Selector Review Required

The following categories require review and approval by a curator or selector before format conversion and a decision on the retention of the original.

- All European imprints between 1801-1820
- All unbound pamphlets to 1850
- American imprints between 1821-30
- Connecticut imprints through 1850
- Divinity
 - Day Mission Library book plate
 - Pre-1900 material
- East Asia
 - Non-western bound format
 - Anything prior to 1868 is considered rare
 - Books about East Asia but in English or other Western languages
- Latin America
 - Anything prior to 1850 is considered rare
 - Anything 1870 or earlier with illustrations
- Africa
 - Anything before 1910 is considered rare
- South Asia
 - Anything before 1900 is considered rare
 - Non-western bound format
 - Anything that does not have a catalog record

- Southeast Asia
 - Anything before 1900 is considered rare
 - Anything in Dutch or French the curator wants to review
- Near & Middle East
 - Anything printed through 1850 is considered rare
- Slavic
 - Anything through 1850 is considered rare
- Judaica
 - No criteria available at this time; most materials are fewer than 26 copies
- Western Europe
 - Anything prior to 1850 is considered rare
- All Sciences
 - Anything with maps or plates prior to 1900

In addition there may be materials that are fragile and would be of interest to Beinecke. The following items are "automatic" transfers to Beinecke that do not require review by curators. Beinecke will then decide if the item is to be reformatted or some other treatment is more appropriate.

- Books and pamphlets printed through 1800
- Books and pamphlets printed in what is now the United States through 1820
- Confederate imprints
- United States newspapers printed through 1850; thereafter, selected rag-paper editions only
- Newspapers printed elsewhere through 1815
- Original issues of United States periodicals printed through 1820
- United States broadsides printed through 1850