Directions for General Collections Review Process

Monographs

Monographs (books) that have been selected for withdrawal can be reviewed within the Smith College Collection Review Portal. The review period for these materials ends on **January 31, 2027**.

To use the Collection Review Portal:

- Login in with your Smith email and password
    - Your username will not be connected to your selections
- To select a specific group of materials to review, click on the circled number at the top of the page to select/deselect and click “Update results”
    - Click on the group drop-down for a detailed description of the parameters used in each group
- Use the filters on the left to further narrow your selections by Publication Year, Classification or Publisher
- Materials are automatically sorted by Call Number but can also be sorted by Title, Author, and Publication Date
- Click the title to see the Worldcat record for that item
- If you identify materials that you would like to flag for review, click the check box to change the item from “Unreviewed” to “Keep” and include a note explaining your request
- Marking the page as “Reviewed” will hide those items from future results, it **does not** automatically mark those items as “Keep”
- Your selections will automatically be saved

Journals

Please review the provided lists and contact your Subject Librarian if there are titles that should receive a secondary review. These lists are in call number order to allow for easier subject area review.

> This list includes journals that are fully available within JSTOR and are held in the Five Colleges Repository collection. If our materials fill gaps in the Repository collection they will be transferred rather than withdrawn.
> Annex Serials in held in JSTOR_ReviewCopy
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> This list includes journals where SCL holds less than a 10 year run and the materials are duplicated in the Five Colleges Repository collection. If our materials fill gaps in the Repository collection they will be transferred rather than withdrawn.
> Journals: Under 10 year run, held in FC Repository_ReviewCopy

VHS Tapes

This list includes VHS tapes at the Annex that are available in other formats, widely held in other collections or are out of scope for our collection Please contact your Subject Librarian if there are titles that should receive a secondary review.

VHS Tapes to withdraw: Review Sheet

Glossary

Annex Collection	Materials in the Smith College collection that are stored in the off-site high density storage facility in Hatfield
Call Number	Provides detailed information on the subject of the book or journal (ex. QD 241-441 indicates materials on organic chemistry)
Classification	Used to indicate the general subject of the book or journal (ex. TR indicates materials on Photography). Subject Librarians can provide information on the best classification to review for your subject area
Five College Collections	Materials that are part of UMass Amherst, Amherst College, Mount Holyoke College, Smith College or the Five College Repository Collection
Five College Repository	Materials that are part of the Five College Repository collection which is managed by Five College Inc rather than the individual colleges. Materials in this collection are stored at the Annex and in the Amherst Bunker
Holding(s)	Indicates that a book or journal is part of a library collection
Monographs	Books in the Smith College collection
Retention Commitment	Materials that other libraries have committed to retain for a set period of time. Materials in the Smith collection with retention commitments are not up for review
Transfer	For this project, “transfer” indicates that the material (primarily journals) will be transferred to the Five College Repository collection to fill gaps in their collection
Worldcat	Large online library catalog which provides detailed information about materials as well as the ability to see holdings in other library collections