

Edith Garland Dupré Library

Deselection Policy

Deselection of Materials

The deselection, or weeding, of individual library materials is an essential process in the management of library collections. Deselection is the process of taking outdated and obsolete resources out of the library's collection. Items are considered for deselection on an item-by-item basis in accordance with this policy, the Library's collection development policy and the Library's overall mission and goals. This policy applies to the general collection. Policies may be developed for other specialized areas or collections of the Library.

1. A schedule for deselection will be determined by the Collection Development Librarian, in consultation with the Assistant Dean of Technical Services and the Associate Dean of the Library, with approval by the Dean of the Libraries. This schedule will be based on the Library of Congress classification areas. When appropriate, the faculty department liaison will be consulted in subject areas.

The following individuals will be involved in the deselection decision process:

- a) The Departmental Librarian for a particular subject area or discipline in consultation with the Collection Development Librarian.
- b) Input from faculty departmental liaisons will be solicited and given full consideration. When appropriate, an invited faculty representative of a particular subject area or discipline will also be consulted.
- c) Other Library faculty with subject knowledge or expertise relevant to the materials under review.
- d) Items with inscriptions by well-known authors, limited editions, and other considerations of intrinsic value, and items printed before 1900 will be reviewed by the Rare Books Archivist.
- e) All U.S. Government Depository publications considered for deselection will be referred to the Head of U.S. Government Information/Depository Coordinator and reviewed for disposition in accordance with GPO Federal Depository Library Program requirements and the Library's U.S. Government Documents Discard Policy.
- f) The Collection Development Librarian has final authority over items for deselection in consultation with the Assistant Dean of Technical Services and/or the Dean of Libraries if there is a dispute.

2. Decisions to deselect specific works are based on a combination of the following criteria:

- a) Age: An item containing outdated or obsolete data will be considered for withdrawal.
- b) Condition: Items in a state of disrepair that are beyond reasonable preservation efforts will be withdrawn.
- c) Duplication: The Library's policy is to retain a single copy of any specific title or edition, although the popularity of an author, title or subject matter may also warrant the retention of duplicate or multiple copies of an item.
- d) Use: Items that have not circulated for twenty or more years will be considered for withdrawal. As in-house use is not currently tracked, this criterion will be used selectively.
- e) Items in formats that do not adhere to the current Collection Development policy may be deselected.

3. Serials deselection

Criteria for the deselection of print serials titles include the physical state of each item, the relevancy of the subject area to the university's research and teaching needs, the scope and length of each subscription run, and the existence of a reliable replication of the title in another format (e.g., electronic access).

Discard

Items that are deselected will be removed from the shelf and from the catalog. Items will be recycled where appropriate.