



Guidelines for withdrawal and relegation of print material

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The University of Tasmania Library, because of its role as a research library, mostly adds to its collections on the assumption that much of the material acquired is intended to be retained permanently. Nevertheless, there are circumstances in which withdrawal of certain material is appropriate and necessary for the maintenance and relevance of the collection, particularly in terms of changing undergraduate requirements.

Definitions

Withdrawal (also known as weeding) means discard and disposal of materials from the UTAS Library collection.

Relegation means re-location of material to a low-use store, at present the Wilmot Street Store.

General

These notes should be read as providing more detail of the Library's withdrawal policies, as stated in the Collection Development policy available at

http://www.utas.edu.au/library/about/documents/UTAS_Collection_Development_Policy_V4%5B1%5D.pdf

The Library will carry out regular reviews of its monograph collections, with the faculty liaison librarian with responsibility for collection development leading the process for their faculty. The Collection Management Librarian (CML) will lead reviews for library-wide projects and journals reviews. It should be noted that withdrawal of items from any discrete Library location or collection (e.g. Science or Curric) should involve a co-coordinated review via the CML so that items which, whilst legitimately removed from one location or collection, are identified should they need to be retained somewhere in the system for undergraduate or future research purposes. As far as possible, the CML will facilitate withdrawal processing so that it can be carried out at the branch where the material is held.

Depending on the type of material being considered for withdrawal or relegation, consideration will be given to whether other copies of the work are available in the State, particularly for material relating to Tasmania.

Authorisation

Materials identified for withdrawal or relegation should be reviewed by relevant academics and/or academic library contact officers in the faculties, by the relevant Branch librarians and liaison librarians, and the CMU Librarian or delegated CMU staff member.

Records of withdrawal and relegation

It is important that accurate records are kept of material which is withdrawn or relegated, so that UTAS Library users have access to accurate information about the Library's collections. Relegated material must be processed on the library management system Horizon, and withdrawn material must be processed through Horizon, and also statistics kept as appropriate to facilitate update of appropriate library metrics.

The CMU Librarian or a delegated CMU staff member will be included in any withdrawal projects, and must be confident that withdrawal processing is being carried out appropriately.

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Withdrawal

The following points provide guidelines for withdrawal, after appropriate consultation with academic staff and consideration of collection policies and storage factors.

Monographs

1. Outdated undergraduate texts and instructional material.
2. Material obviously unsuitable for tertiary education levels.
3. Superseded multiple copies for which use is, by definition, low or non-existent.
4. Interim editions of regularly re-published works.
5. Reference titles superseded by later editions (except where earlier editions have some value as loan copies, eg. Oxford Companion to English Literature).
6. State-of-the-art titles for subjects, which are not the subject of research and, which are not the only titles on the subject.
7. Incomplete multi volume works where parts have no "stand-alone" value.
8. Foreign language material on non language subjects, where other titles are held on that subject. (eg. Russian language titles on library science).

Secondary Considerations

- a) The circulation record of the title may influence the decision to deselect where one or other of the previous criteria are met. However, the lack of borrowing does not, in itself, indicate a lack of use or that a title will remain unused in the future.
- b) Physical condition of items may also influence the decision to withdraw, especially in cases of inability to repair/rebind. Important/unique works would be retained or replaced.

Journals

1. Incomplete and short runs of no research value. (Includes newsletters, annual reports, etc. which are not indexed).
2. Materials unsuitable for the Collection. (ie. at an inappropriate level).
3. Shorter runs of low use material held elsewhere in the system.

Considerations for withdrawal of journals will be impacted by the availability of electronic versions, their archival availability resulting from an existing arrangement and/or perpetual availability. The source of an electronic title will also impact on withdrawal decisions. Storage options may be preferred to withdrawal in some cases. Subsequent guidelines are thus:

4. Journals titles held electronically through publisher suites, where the electronic availability is secured and not linked to subsequent subscription changes. [This may be different for backsets vis-à-vis current subscription receipts]

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5. Journal titles held electronically through aggregators, should be considered for relegation rather than withdrawal.

Withdrawal programs and activity

1. Withdrawal should normally be undertaken by appropriately qualified and experienced staff as part of the regular routines for keeping collections up to date and relevant to teaching and research requirements of the University.
2. Specific projects for weeding of specific collections may be undertaken from time to time involving staff familiar with the identified collection. Such projects should be undertaken in consultation with the Collection Management Librarian who will establish procedures for ensuring the appropriate physical disposal and record removal for weeded items. These procedures may vary between locations and collections depending on facilities and staff availability for the associated work.
3. Withdrawal activity, may, in certain circumstances, be designed to avoid duplicated effort, and be combined with a program to identify items designated for "Store". Arrangements for identifying and recording such items will be co-ordinated by the CML.

Relegation

The following points provide guidelines for relegation of low-use material to the Library's storage facility.

Monographs

1. Unique titles are not discarded.
2. Copies of dated, but not entirely superseded, reference manuals and similar materials are normally relegated to Store.
3. One copy of each deselected text such as superseded editions should be retained.
4. Material published before 1950 in the Arts and Humanities and not borrowed during the past 5 years.
5. Material published before 1970 in the Sciences and not borrowed during the past 5 years.

Journals

1. Journals which would be returned to the main shelves should electronic access be no longer provided (i.e. those volumes stored for which electronic access is not perpetual and secured)