



Library

Guidelines for withdrawal and relegation of print material

February 2007
Updated 3/6/2010
Revised 2014
Revised October 2018

General principles of withdrawal of items:

- The Library collection must be relevant for teaching and learning and research and meet the requirements of our clients. The collection must be regularly reviewed to remove outdated, inaccurate, irrelevant and irreparable items.
- The currency of information may be more important in some disciplines than in others (for example, health sciences or business) and that, conversely, there may be value in older publications for other disciplines.
- The ability to browse the collection is more important in some disciplines than others.
- Electronic resources are the preferred format
- Communication and consultation with academics is seen as crucial to the maintenance of a relevant collection.
- NOTE: discipline specific criteria is being developed for the withdrawal and relegation of items

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, either in commercial storage facilities or onsite at University of Tasmania.

Withdrawal

The following points provide guidelines for withdrawal, after consultation with academics.

Monographs (Books, CD, etc)

1. Items that have not been borrowed based on circulation statistics, will be considered for withdrawal after 10 years of inactivity
2. Items that are no longer relevant to the teaching, learning or research of the University within specific discipline guidelines
3. Items that are out of date. Currency of information in some fields such as health sciences, technology and business are crucial. Titles that are older than 10 years must be reviewed regularly to eliminate inaccurate information
4. Multiple copies of reading lists items, once their relevance to the teaching curriculum ends
5. Duplicate copies
6. Superseded editions
7. Print titles where an electronic equivalent is available
8. Resources in formats that have become technologically redundant and their research value does not justify transcription to another format or if copyright restrictions prohibit this
9. Items are available from other institutions within Australia

Journals

1. Journal titles held through secure electronic purchase or subscription

2. Journal titles held electronically through aggregators (less secure) can be considered for withdrawal where the titles are of less importance to research and teaching
3. Incomplete and short runs of no research value. Includes newsletters, annual reports, etc. which are not indexed.
4. Closed runs in off-site storage where statistics reflect little usage and titles are available elsewhere in Australia via Document Delivery services

Relegation

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

Monographs

1. Unique items are assessed to be of value by academics and/or by the Library
2. Items that have not been borrowed in the last 10 years and have been assessed to have ongoing research value by academics and/or Research and Learning Services Librarians.
3. Special and Rare material that cannot be housed in the existing Special and Rare collection

Journals

1. Unique titles assessed to be of value by academics and/or Research and Learning Librarians.
2. Special and Rare items that cannot be housed in the existing Special and Rare collection
3. Titles that have low usage but have been assessed to be of ongoing research value by academics and/or Research and Learning Services Librarians.

For further information contact [Senior Librarian \(Collections\)](#) or [Senior Librarian \(Acquisition and Access\)](#)