Guidelines for retention, storage and withdrawal

The following guidelines are based on the Guidelines for withdrawal and relegation of print material and on the Collection Management Principles.

Some material is ineligible for consideration for withdrawal:

- items on current reading lists
- items whose conditions of ownership/donation do not allow withdrawal

The assessment options for print collections, including books and journals, are:

1. Made available on Library open shelves
2. Placed in storage and available by request. (Academics will be able to browse collections housed in the new Steps onsite store, Sandy Bay campus, by appointment)
3. Withdrawn from Library collections

1. Available on Library open shelves

Books
- Titles that have been used in the last 5 years, based on borrowing statistics, will remain on the open shelves unless these have been replaced by eBooks
- Highly browsed areas of collections identified by academics and/or Research & Learning Services Librarians to remain on open shelves

Journals
- Current subscriptions – this may be limited to the most recent issues
- Highly browsed areas of collections identified by academics and/or Research & Learning Services Librarians to remain on open shelves
- Non-current subscriptions which are being used for research

2. In storage and available by request. (Academics will be able to browse collections housed in STEPS store by appointment)

Books
- Titles that have not been used in the last 5 years, based on borrowing statistics but have been assessed to be of research value by academics and/or Research & Learning Services Librarians according to the following criteria:
  - For specific research areas
  - Identified as unique/last copy in Australia
  - Identified as significant or rare
  - Relevant superseded editions
  - Seminal/core works where electronic access is not suitable
UTAS authors

Journals
- Journals assessed to be of research value by academics and/or Research & Learning Services Librarians according to the following criteria:
  - For specific research areas
  - Where usage indicates more cost effective to keep titles than to use alternative access, such as Document Delivery
  - Current research which requires limited browsing
  - No electronic access available
  - Identified as unique titles.

3. Withdrawn from Library collections

Books
- Titles where there is suitable alternative/electronic access in perpetuity
- Titles not used in 5 years and meet the following criteria:
  - Titles that are no longer relevant to the teaching, learning or research of the University
  - Titles that are out of date and/or inaccurate
  - Multiple copies
  - Superseded editions.

Journals
- Titles where the quality and completeness of electronic access make it an adequate alternative to print
- Titles that no longer support learning, teaching and research of the University