

Library Policy - Collection Development - Withdrawal and Disposition of Materials

Policy:

An integral part of collection development and management is an ongoing evaluation of Library collections, including withdrawal of some materials. Library staff shall regularly evaluate materials in the Library's collections and remove materials which may no longer be of use or value to the College. The evaluation process entails an awareness of the teaching, research, and service needs of the College and its departments; familiarity with the bibliography and literature of various fields; and familiarity with the Library's collections as a whole.

Withdrawal

The withdrawal function shall be exercised discriminately. The Director of Library Services may consult with appropriate faculty or staff members when reviewing materials in specific disciplines. The Director will carefully consider their concerns before making a decision to remove library materials. The Director has the right and the responsibility to make the final decision.

Typical reasons for removal:

1. Materials contain inaccurate, obsolete, or superseded information (e.g., older encyclopedias with no special historical value, older materials in areas where currency is important, or superseded volumes of indexes and abstracts)
2. Worn, damaged, or badly marked items readily available elsewhere through interlibrary loan or through replacement
3. Duplicate copies of materials without high demand
4. Availability of material in other formats (e.g., electronic)
5. Changes in instructional programs
6. Low usage/circulation
7. Items for which future use seems improbable

Disposition

Withdrawn materials will be disposed of with consideration of factors such as potential value beyond the Library, costs of disposition, contractual obligations, the potential for replacement (if needed), and the manner in which materials were acquired.

Materials removed from the collection may be offered to other libraries or sold as part of an advertised library book sale.

History of This Policy:

First policy draft November, 1982.

Revisions - November 8, 1982; January 31, 1984; February 3, 1984; August 10, 1984; August 10, 1987; August 11, 1987; July 12, 1990; August 23, 1993, January 7, 2003.