

Deselection and Curation

De-selection and curation are integral and standard practices in managing library collections. It ensures that collections are vibrant, relevant, and aligned with the research and teaching missions of the university.

Decisions to discard specific items, like decisions to acquire new titles for the collection, are made within the context of the total collection policy, so that the integrity of the total collection is not impaired but in fact may be enhanced when unneeded materials are removed from the collections. ¹

Policy

Decisions on removal of state-owned material in the University Libraries' collections shall be made by the Dean of Libraries after appropriate consultation and with advice from subject librarians and library staff, provided there are no restrictions regarding the disposition of such material. Part of the decision-making process will include sending an announcement and list of the materials and items under consideration for removal to all University Deans, Department Chairs, faculty, and the Chair of the Senate Library Services Committee. This announcement shall state explicitly that these items are under consideration for removal from the library, and the recipients of this announcement and list shall have 30 days in which to respond and raise objections if necessary, before the library removes the items.

Criteria used to determine whether or not materials should be removed from the library's collection are in keeping with library practices, collection development policies, and data collected as part of the profession of library sciences and information studies. Such decision criteria include, but are not limited to, date of publication, version of edition and currency of information, frequency of circulation, degree of uniqueness, and duplication, as well as

availability in multiple information formats or through other venues. Material that would not be readily available through interlibrary loan and other methods will not be discarded.

If a specific department offers to take possession of materials pertaining to its departmental research and/or teaching that would otherwise be discarded, these materials will be transferred to that department, with the transfer duly recorded. As appropriate, once decisions have been made, the material will be advertised for resale or donation to other institutions. In case of sale, the campus will collect the appropriate sales tax and deposit any revenue according to state guidelines based on the source of funds for the original purchase of the applicable material. Records of the deposition of said material shall be maintained for 6 years.

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¹Adapted from Columbia University Weeding & Discard Policy