

EASTERN UNIVERSITY

WARNER MEMORIAL LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/Warner Memorial library	
SUBJECT: Assessment, Deselection & Deaccessioning Policy	Page 1 of 2
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Warner Library's primary mission is to meet current student research needs. Therefore, the Library attempts to provide a collection designed for active use by our students and the campus community.

Librarians assess the usefulness, relevance, and physical condition of the Library collection on a continuing basis. Before being discarded, each item is reviewed by a librarian(s). Librarians may, at times, look to faculty members for their recommendations. Deaccessioning is the process by which an institution permanently removes collections from its holdings previously accepted as permanent donations. Deselection is the identification, removal, and discarding of unwanted individual items from our collections. The two processes are not to be confused with each other.

Material is only deaccessioned or deselected from the Library after assessment of the material by the librarian(s) and final approval by the Director.

Deaccessioning/Deselection Criteria

Librarians follow the same principles and guidelines in evaluation as in selection of new materials. Categories of deaccessioning include the routine removal of superseded editions of titles and the title-by-title weeding of unused volumes no longer relevant to the curriculum or to current research needs of faculty and students. Superseded volumes are usually discarded, unless it is determined that not all of the information is included in the most recent edition.

For title-by-title weeding, portions of the collection are reviewed on a rotating basis to assess the condition, relevance and currency of the materials.

“Weeding” criteria which should be considered are:

- Inclusion in the online *Resources for College Libraries*.
- Availability of later editions
- Currency, relevance of the contents
- Physical condition of the publication - Items in poor condition that are beyond reasonable preservation efforts
- Duplicate titles unless a proven demand exists for multiple copies.
- Language of the publication
- Space needs; e.g. do we have room for these materials?
- Appropriateness to the demonstrated needs of the college community; e.g., mission, curricula, reference queries

- Materials that do not support the current college curriculum.
- Item is part of an incomplete set
- Item is not important to coursework, research, cross-disciplinary study, nor is of general interest. Item is not likely to be used in the future.
- Item can be replaced cost-effectively by a digital resource with significant advantages such as wider availability
- Usage statistics indicate little or no recent use, especially in comparison with usage anticipated for an alternative resource under consideration

Reference weeding – Reference materials such as encyclopedias, directories and yearbooks, are removed from the Reference collection when newer, updated editions are acquired in e-book format or as a reference database. The Library Director decides whether to keep older editions on a title-by-title basis. Faculty members and other library staff may be consulted when appropriate. The Library Director decides whether to move Reference materials out of the Reference Collection into the circulating collection, or whether the materials should be withdrawn. Materials withdrawn are discarded, recycled, or given to other libraries.

Electronic books (e-books) allow users to have instant access to materials at any time from nearly any location. Currently, there are several avenues to obtaining e-books for libraries. Most often, libraries purchase them through subscription services where they can obtain large collections of materials according to subject matter. The subscription services regularly update the electronic materials as well as provide files to delete obsolete or subsumed virtual holdings. E-book weeding practices hinge on the purchasing model used to acquire e-materials. If e-books are purchased in bundles from a vendor, titles reside in the vendor's catalog.

Weeding of electronic resources is continual using the following criteria.

- Link is no longer available or maintained.
- Currency or reliability of the resource's information has lost value.
- Another source offers more comprehensive coverage.

Electronic resources are reviewed on an ongoing basis. Librarians gather statistics on database usage and compile them in the Library's Annual Report. These statistics aid the Director in determining the usage patterns of individual databases. Databases with little use may be discontinued if there are few compelling reasons to keep the subscription.