

## **Deselection Policy**

The Z. Smith Reynolds Library has the following policies in place for deselection (a.k.a. "weeding") materials from its collections:

- 1) Duplicate copies of low-use items will be discarded.
- 2) When the library owns electronic versions of items, and permanent archival rights are secured, the print or microform duplicates may be discarded.
- 3) Superseded editions of reference materials (e.g. annuals) are kept for a prescribed period of years with volumes older than this time period discarded.
- 4) Superseded copies of textbooks are evaluated for weeding upon discovery in the book stacks, since the material is usually obsolete or repeated in newer editions. As a general rule, the library does not collect successive editions of textbooks.
- 5) Materials judged in such poor shape that they cannot be restored are candidates for weeding. The library staff will attempt to replace material which is still relevant to the curriculum, research, or general needs of the university community— with a reprint or used edition.

### ***Disposal of discarded items***

The library has several means of disposing of withdrawn items.

- 1) If the item has value in the marketplace, we will sell it and use funds raised for other library needs.
- 2) If the item has no commercial value, it will be recycled.
- 3) Items contaminated with mold, mildew or other infectious substances will be sealed in plastic prior to disposal in order to safeguard the collection.
- 4) Other disposal ideas may be considered.

Additional policies for weeding will be considered and possibly added in the future. Questions are always welcome. Please contact the Head of Collection Management.

Compiled by Charles Getchell, Assistant Director, Z. Smith Reynolds Library, May 1994. Updated by Carol Cramer, Head of Collection Management, December 2010.