GUIDELINE:

UNIVERSITY LIBRARY COLLECTION MANAGEMENT

Purpose: To ensure the ongoing relevance and usefulness of the Library’s physical collections.

Responsible Executive: Senior Deputy Vice Chancellor

Responsible Office: University Library: Library Services

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1 Purpose

1.1 The Collection Management Guideline seeks to ensure that the Library collection:

- Remains current and relevant to the Objects of the University
- Meets the needs of students, staff, and the University community

1.2 Materials which no longer meet these standards will be systematically evaluated for removal (or deaccessioning) from the collections according to the practices described within this guideline.

1.3 Items removed from the collection will be offered to charity or to academic staff and students for personal use.

2 Related Policies and Procedures

This Guideline should be read in conjunction with the following Policies and Procedures:

2.1 Guideline: University Library Collection Development

3 Principles

3.1 Collection management is an ongoing Library process. Library Staff will review resources on a continual basis and make deaccession selections as needed. Larger scale deaccession projects will be planned and scheduled based on individual Library needs.

3.2 Materials selected for deaccession will be evaluated by the Liaison Librarian responsible for their subject in consultation, where necessary, with associated academics and the Library’s technical staff. Final decisions regarding deaccession rests with the University Librarian.

4 Procedures

4.1 Items which are fall within the scope of the Library’s Collection Specialisations as expressed in the Guideline: University Library Collection Development will be managed in accordance with that Guideline.
4.2 Items which fall within the scope of the Library’s Collection Specialisations but which are valuable, irreplaceable, out of print, or of historical value to the University may be removed from the main collection and transferred to an appropriate special collection.

4.3 Items which are outdated, particularly in fields such as Medicine and Law, or which have been superseded by newer editions may be evaluated for deaccession.

4.4 Items which are damaged or deteriorated, and for which reasonable repairs are not feasible or practical, may be evaluated for deaccession.

4.5 Items which have multiple copies within the collection, particularly older editions of textbooks, may be evaluated for deaccession.

4.6 Items which are part of a set or collection of which titles are missing or not owned may be evaluated for deaccession.

4.7 Items which are no longer of value to staff or students based on user feedback may be evaluated for deaccession.

4.8 Print books which are also held in electronic format by the Library may be evaluated for deaccession.

4.9 Print journals, Periodicals or Newspapers which are outdated, obsolete, discontinued or held in electronic format by the Library may be evaluated for deaccession.

4.10 The collection management of electronic resources will be addressed in a guideline designed to address the specific requirements of managing these collections.