

Collection Development Policy Series

Drill Hall Library policy for withdrawing materials from the Library's collections

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This document will give you the information on how to manage and dispose of stock within the Drill Hall Library.

Any changes to this document must be logged in the version control section above and saved at a new version and old versions archived.

Collection Development Policy —

Withdrawal of Materials

May 2017

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1. Introduction

In recent years there has been significant change in University Libraries which challenges the assumption that all collections need to be kept indefinitely (**Aitkins, 2015**). Some subjects are fast changing and the need for currency is prominent. Other subjects, in contrast, value the breadth of a back catalogue.

The Drill Hall Library has an obligation to meet the diverse needs and values of differing Universities, Faculties, Schools and disciplines. Providing a Library space that is conducive to study for all groups of Library users is critical and at times a challenge. However there are many benefits to collaborative, partnership working in academia and these create opportunities to rigorously define and refine processes.

In order to acquire the most up-to-date materials for learning, teaching and research, older and less-used resources must be identified and re-evaluated according to a number of different principles.

2. Strategic foundation

The management of the Library's collections is driven by principles outlined in the **Drill Hall Library Strategy 2015-17**, which has been developed in consultation with the partner Universities. According to this strategy, the Library and its staff will:

- “seek quality and strive to add value to the experience of those using our services” and;
- “embrace diversity and see strength in the range of people, skills and backgrounds who we support and work with”.

Ensuring the regular circulation and renewal of Library materials enhances the learning and research potential of the universities and their students, making the time spent studying more fulfilling and worthwhile.

Recognising that our students have different requirements according to the academic and professional interests of their disciplines and industries, our approach to stock management is structured but flexible. There is scope to meet the individual needs of different programmes provided that there is sufficient liaison and discussion between academic and Library staff.

3. Weeding

a. Books

i. Old editions

The Library will routinely remove superseded editions of textbooks, in both print and electronic formats, retaining only the current edition and the previous edition **unless** otherwise directed by Academic Liaison staff. This will be agreed in consultation between the Faculty, Department or School and Academic Support Librarian and reviewed on an annual basis, ahead of the start of the new academic year. The number of copies retained of an older edition will not exceed 3 and their loan status will be changed to ‘Ordinary’. The Academic Support Librarian will keep a list of titles and will ensure these are removed from weeding reports.

ii. Not in use

The Library will organise an annual stock check (out of term time, during the summer months) using reports to identify items that have not been on loan for the past five years.

- A list of identified titles will be passed to the Academic Support Librarian for consideration. Any changes to the list (e.g. to prevent the removal of current and previous editions of textbooks, or of previously agreed ‘older editions’ as discussed above) must be registered by an agreed deadline to allow the stock management process to progress.
- The list will then be passed to academic staff via their Academic Library Representative. Any changes to the list must be registered by an agreed deadline to allow the stock management process to progress. **Providing** that academic schools meet the deadline set by the Library to comment on changes to stock, academics will have the final say on the items that are retained.
- Library staff will then remove remaining items on the list from the shelves. These will be held on trolleys/shelving bays for the User Services team to process and withdraw. Reference copies of a text and high value, out of print items will **not** be selected.
- In the event that multiple copies of a text are removed due to low usage, the Library will retain the last copy of a text in order to maintain the breadth of the collection. The loan status will be changed to ‘Ordinary’.

iii. **Ex-programme stock**

Academic Liaison staff will work closely with Faculties, Departments and Schools to ascertain when book stock from past programmes is no longer needed. Items bought for disciplines and programmes that are dormant should be retained, although their status will be reviewed annually with academic staff. Similarly, research areas or collections that may prove useful to future programmes, according to the longer term ambitions of the Department, Faculty or School, should be retained and reviewed annually.

In the event that subject stock is identified for removal, the items will first be offered to the purchasing university. When they are not required elsewhere, items may be retained at the discretion of Academic Liaison staff. In these circumstances, the loan status of books will be increased to four weeks and the number of copies retained will not exceed 3. All other items will be withdrawn from the collection and disposed of.

iv. **Damaged stock**

The Library will routinely remove damaged stock for repair or withdrawal. Replacements will be purchased in accordance with the Library's **Main Collection of Books policy (May 2017)** if indicated by loan history, continued inclusion on a reading list or at the advice of Academic Liaison staff.

b. **Journals**

i. **Online holdings**

Where subscriptions to journals have been replaced or supplemented by online access holdings, print copies will be removed from the shelf providing that:

- The relevant academic Faculty, Department or School is in agreement, and;
- There is a significant and secure back catalogue (to cover the range of the removed printed volumes) available either via the purchasing institution or the British Library.

The member of staff responsible for e-resource acquisitions should confirm the availability of the back catalogue. The print journal collection will be reviewed on an annual basis in line with the Library's **Main Collection of Journals policy (May 2017)**.

ii. **Dated volumes/issues**

Where journals are not available online, or where academic staff **specifically and reasonably** request the Library has print holdings of a journal, only current volumes and issues will be kept on the shelf (up to five years of back dating, to be reviewed annually) **providing** that there is extensive and secure print access to the journal via the British Library. The availability of the back catalogue should be confirmed with the member of staff responsible for journals acquisitions.

iii. **Cancelled subscriptions**

Where subject/school subscriptions to journals have been cancelled, print copies of journals should be removed from the shelf **providing** there is secure online access to the run or print/online access to the journal via the British Library. Schools may request to keep print copies of cancelled subscriptions, if they have a **specific and reasonable** argument for doing so.

4. Sustainability

The Library will attempt to re-purpose unwanted withdrawn materials in a sustainable and responsible way. We will package and store withdrawn items and these will be collected by a charitable organisation. The charity then lengthens the useable life of the materials by distributing them to new users around the world.

Only in unavoidable circumstances will the Library dispose of materials by recycling, or in extreme circumstances by refuse collection.

5. Disposal

a. Books

Withdrawn books will first be offered to the purchasing institution's home library and interested academic staff may contact the Library to volunteer to re-home materials by their own arrangement before they are donated to charity (organised by the User Services Team). The constantly evolving nature of some subject areas (Business, Science, Law), means that withdrawn items must be recycled rather than donated. Such items should be identified by the Academic Subject Librarian.

b. Journals

Withdrawn journals will be offered to partner institutions on an annual basis. Interested academics may contact the Library to volunteer to re-home materials by their own arrangement. Otherwise they will be disposed of and recycled.

6. Stock management procedures

The Library will take steps to ensure that stock present in its collections is utilised effectively. For further detail on our circulation policies, please see the documents found on the Library's shared drive at **U:\ME-LIB\DHL Process Notes\Process Notes – Circulation**.

7. Associated documents

- **Drill Hall Library Strategy 2015-17**
- **Main Collection of Books policy (May 2017)**
- **Main Collection of Journals policy (May 2017)**

8. References

Aitkins, J. (2015) *The dark art of managing an external store* [PowerPoint presentation]. Available at: <http://blog.ccm.copac.jisc.ac.uk/wp-content/uploads/sites/13/2015/06/darkartexternalstore.pdf> (Accessed: 25 April 2017).