

## QUT Library Collection Development Manual

### 4. Collection Management

#### 4.12. Deselection

##### Identification block

<b>QUT Library Collection Development Manual</b>	
<b>4.12. Deselection</b>	
Contact Officer	Associate Director, Library Services (Information Resources and Research Support)
Approval Authority	Library Leadership Team
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##### Policy statement

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#### 4.12. Deselection of material

##### 1. Introduction

Deselection is the process of removing unwanted material from the library collection. It does not refer to the process of relocating material to the QUT Library Store for which see the [QUT Library Store Policy](#).

Libraries need to remove material from collections for several reasons:

- To maintain a current, relevant and useful collection;
- To make the best use of space;
- To improve the appearance, appeal and brows ability of the collection
- To check for materials that need repair or replacement;
- To get feedback on the collection's strengths and weaknesses
- To implement the Library's [Steady State Physical Collections](#) guideline.

A structured, planned approach to de-selection is essential to ensure that material of research or historical value is retained, particularly in areas supporting new courses and/or research.

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The Library maintains a Deselection Register and Plan Overview which records the overall deselection activities, both completed and intended, for the whole Library. More detailed Branch-specific ongoing plans are recorded on a separate instrument (Branch Deselection Timeline), and inform the [Deselection Register](#) and Plan Overview. Branch Library Managers are responsible for recording future deselection projects as well as the ongoing deselection plans documented by the Branch Deselection Timeline onto the Deselection Register and Plan Overview. Branches are also required to make operational deselection documentation such as procedures and reports available via the Library's intranet. Each October Information Resources Committee reviews the Deselection Register and Plan for the following year in order to coordinate and prioritise major projects recommended to Library Leadership Team for project funding in the following year.

Collection evaluation documents such as School and Faculty Information Resource Plans should be consulted at the beginning of a deselection project and should also inform, and be informed by, the Branch Deselection Timelines of each Branch. Faculty staff and relevant staff from other branch libraries may also be consulted.

Deselection is undertaken in four ways at QUT Library:

- Ongoing removal as documented in the Branch Deselection Timelines and School Information Resource Plans
- The number of newly purchased items in the previous year (for a Branch Library) is considered as a deselection target for each Branch Library in order to maintain the steady state physical collection
- Branch projects - Branch Library Managers initiate a major deselection process
- Spot removal initiated by liaison librarians. This may be in response to feedback from shelving staff that available space is getting low. In some cases an academic staff member may assist with the deselection of small areas of the collection.
- Ad hoc deselection - Unplanned decisions can be prompted by factors such as:
  - Identification of damaged material
  - Identification of superseded editions of reference titles
  - Changes in shelving availability
  - New availability of ebooks and ebook databases.

## 2. Deselection guidelines

This guideline assists in the decision-making process rather than stipulating rules to be applied rigidly. Factors such as the subject content of the material under consideration will affect the interpretation of these guidelines.

Refer: [Steady State Physical Collections](#) CDM Policy 4.13 when considering the categories for deselection.

Material that falls into any of the following categories can be considered for deselection.

### **Material no longer relevant to QUT's learning, teaching and research needs**

Material identified as no longer relevant to QUT courses and research can be discarded. QUT does not have a guideline of retaining last copies therefore last copies will be discarded if material no longer relevant.

### **Earlier editions**

Copies of earlier editions of works can be considered for discard. Where multiple copies are held, one may be retained if content is deemed valuable or unique. The Law Library retains one copy of all previous editions of legal works. The Library will normally retain multiple copies of the current and previous edition of a work. Only one copy is held of an older edition of a work.

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### **Superseded reference editions**

Superseded editions of reference works are either discarded or relocated to the general or periodical collection if they contain valuable or unique content.

### **Duplicate issues of periodicals**

Once a periodical volume has been bound or replaced by microform, duplicate issues are discarded.

Paper volumes duplicated by electronic versions are discarded, and especially if perpetual access is assured in the licence agreement. This can be checked on the list "Print Holdings with Perpetual Access" maintained on the Intranet <http://intranet.library.qut.edu.au/irm/serials.jsp>. The Library may also discard print serials holdings which are duplicated in ejournals or library databases which do not provide perpetual access, especially if the journal title is available from more than one database source, as this provides some assurance of continued supply.

### **Material with obsolete or out of date content**

Material with out of date or inaccurate information should be discarded.

### **AV/multimedia/computer software requiring unavailable hardware**

Items relying on hardware that is no longer supported by QUT, or that is generally unavailable in the community, are discarded unless they need to be retained as exemplars.

Where the content is still valuable to the collection, the Library seeks permission to copy it to an appropriate format or buy a replacement content in an appropriate format.

### **Material damaged beyond repair**

Items damaged beyond repair are discarded. They should be replaced or legally copied if the material is still in demand. Since it is very complex to get copyright permission, this avenue is rarely pursued. This could include kits where substantial parts are missing.

### **Superseded material**

Superseded parts of cumulative works are discarded.

## **3. Exceptions**

Material in the following categories will not be discarded:

- QUT Research level theses, ie. PhD, Masters Research and Professional Doctorates
- Special collections (for example, Railway Collection, Australian Childrens' Literature Collection, Brougham Collection, Rapaport Collection)
- Collections of historical significance or where the Library has given an undertaking not to withdraw the material
- Note: Commonwealth Library Deposit Scheme. Under a previous scheme, these Australian Government publications deposited in the Library were marked "Do Not Discard" unless Ausinfo was notified. This condition no longer applies and material may be discarded as it is available online.

Certain suitable discarded materials can be offered to other branches or relevant institutions, eg. Oxley Library. If discarded items are offered to organisations such as Lifeline, the collection of items must be accommodated within the timelines of the Library deselection project and must be at no cost to the Library.

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Approaches from other institutions for QUT Library discarded materials are referred to the Associate Director, Library Services (Information Resources and Research Support) who investigates:

- The requirements and standing of the requesting organisation e.g. types of material required/not required
- The status of organisation (e.g. fee paying, government sponsored, etc)
- The costs of packaging and freight arrangements and identification of who will pay
- The availability of suitable discards and copies of their MARC records from QUT Library.

Any ongoing arrangements with other institutions are recorded by the Associate Director, Library Services (Information Resources and Research Support ) and the LRS staff and actioned in future in relation to disposal of suitable items from the Library's major deselection program

Some discarded Law Library titles are sent to other universities, courts and government bodies as part of ongoing arrangements.

Records for deselected items are stored on the I Drive for auditing purposes.

Prior to final disposal in covered recycling bins, an interested staff member can apply to obtain a discarded item, by completing an Application for QUT staff member to obtain item withdrawn form collection request form.

**Forms are to be signed off by relevant Library Section Heads and are retained in the Branch for five (5) years to ensure that accountability in the process is maintained.**

Following major deselection programs materials deemed unable to be reused are placed in covered paper recycling bins.

As a general rule, the small quantities of discarded materials removed from the collection on a day to day basis are placed in paper recycling bins.

### Appendices to policy

Appendix 1: Application for QUT staff member to obtain item withdrawn from collection

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### Modification history

Date	Sections	Source	Details
14 Nov 2005	4.12 Section 1,2,3	Associate Director, Information Resources	Revised to include annual weeding plan and update.
16 December 2009	All	Branch Library Manager, GP	Extensive revision due to review of weeding process library wide
2 March 2011	Sections 1 and 2 updated	AD (IR&RS)	Update to incorporate the Steady State Physical Collections guideline.

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## QUT Library Collection Development Manual

### Weeding Policy Appendix 1

Application for QUT staff member to obtain item withdrawn from collection

<b>Applicant/Employee name</b>	
<b>Staff Number</b>	
<b>Date</b>	
<b>Bibliographic Description of Item for Disposal (Or attached catalogue records)</b>	
<b>Approximate value (if appropriate)</b>	
<b>REASON FOR DISPOSAL</b>	
<i>e.g. damaged beyond repair, superseded, no longer relevant to the Library collection/University's needs</i>	
<b>DECLARATION BY APPLICANT</b>	
<p>I, _____, (name of applicant) do declare that I am not aware of any conflict of interest which might arise in relation to the disposal of this item into my possession.</p> <p>Signed:.....</p>	
<b>AUTHORISATION BY SECTION HEAD</b>	
<p>I hereby authorize the disposal of the described asset to the applicant, whose details appear above</p>	
<b>Name</b>	
<b>QUT staff number</b>	
<b>Date</b>	
<b>Signature</b>	