QUT Library Collection Development Manual

3. Collection Management

4.12. Deselection

Identification Block

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Officer</td>
<td>Associate Director, Library Services (Information Resources and Research Support)</td>
</tr>
<tr>
<td>Approval Authority</td>
<td>Library Leadership Team</td>
</tr>
<tr>
<td>Approval Date</td>
<td>October 2015</td>
</tr>
<tr>
<td>Date of Next Review</td>
<td>October 2018</td>
</tr>
</tbody>
</table>

Policy Statement

1. Introduction
2. Deselection guidelines
3. Exceptions

4.12. Deselection

1. Introduction

Deselection is the process of reviewing and 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 keep the Library’s collection within parameters agreed by the Information Resources Committee.

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.

Branches are required to make operational deselection documentation such as procedures and reports available via the Library’s intranet.

Liaison Librarians should be consulted at the beginning of a deselection project. Faculty staff and relevant staff from other branch libraries may also be consulted.
Deselection is undertaken in the following ways at QUT Library:

- Systematic removal by Collection Access staff using Millennium usage reports which indicate non-use
- The number of newly purchased items in the previous year (for a Branch Library) is considered to inform the process, however this does not constitute a target
- Branch projects - Branch Library Managers initiate a major deselection process
- Deselection projects in subject areas when identified by Liaison Librarians undertaking collection evaluation. 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.

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

**Material that is not used**

Physical items that were purchased over five years ago, and that are available for borrowing by Library users (e.g. General GEN Collection), but which have not been borrowed for five years, may be deselected from the collection. This criterion may be applied to items held in the QUT Library Store at the discretion of the Associate Director, Library Services (Information Resources and Research Support) and the Kelvin Grove Branch Library Manager.

The application of other criteria for identifying materials to be (or not be) deselected must be approved by the Associate Director, Library Services (Information Resources and Research Support).

**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 deselected. QUT does not generally retain last copies therefore last copies will be discarded if the material is 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.

**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 by Library Resource Services. 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. Print serial holdings may be maintained for specific art, architecture or music titles where the printed form is valuable.

**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 complex to obtain 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 without permission from the Associate Director, Library Services (Information Resources and Research Support):

- QUT Research level theses, i.e. PhD, Masters Research and Professional Doctorates
- Special collections (for example, 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. The Library is generally not accepting print materials under deposit schemes.
- Last copies – where an item is identified as a last known copy in Australia or abroad. The Library may check the National Library of Australia TROVE database or the OCLC Worldcat database. It is unlikely QUT Library holds last copies.

Certain suitable discarded materials can be offered to other branches or relevant institutions, e.g. John 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.

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.

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 withdrawal request form. The form is provided at the back of this document.

**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

---

**Modification History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Sections</th>
<th>Source</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 Nov 2005</td>
<td>4.12 Section 1,2,3</td>
<td>Associate Director, Information Resources</td>
<td>Revised to include annual weeding plan and update.</td>
</tr>
<tr>
<td>16 December 2009</td>
<td>All</td>
<td>Branch Library Manager, GP</td>
<td>Extensive revision due to review of weeding process library wide</td>
</tr>
<tr>
<td>2 March 2011</td>
<td>Sections 1 and 2 updated</td>
<td>AD (IR&amp;RS)</td>
<td>Update to incorporate the Steady State Physical Collections guideline.</td>
</tr>
<tr>
<td>5 June 2012</td>
<td>Section 2 Deselection Guidelines</td>
<td>AD (IR&amp;RS)</td>
<td>Addition of criterion based on non-use (borrowing)</td>
</tr>
<tr>
<td>2 October 2012</td>
<td>AD (IR&amp;RS) via LLT</td>
<td>IRC</td>
<td>Minor changes</td>
</tr>
<tr>
<td>October 2015</td>
<td>All</td>
<td>IRC</td>
<td>Minor changes</td>
</tr>
<tr>
<td>27 May 2016</td>
<td>Formatting update</td>
<td>PA to Associate Directors, Library Services</td>
<td>Format overhaul in accordance with new Library look and feel</td>
</tr>
</tbody>
</table>

---

CRICOS No. 00213J
## QUT Library Collection Development Manual

### Deselection Guideline Appendix 1

**Application for QUT staff member to obtain item withdrawn from collection**

<table>
<thead>
<tr>
<th>Applicant/Employee name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Number</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Bibliographic Description of Item for Disposal (Or attached catalogue records)</td>
<td></td>
</tr>
<tr>
<td>Approximate value (if appropriate)</td>
<td></td>
</tr>
</tbody>
</table>

**REASON FOR DISPOSAL**

e.g. damaged beyond repair, superseded, no longer relevant to the Library collection/University’s needs

**DECLARATION BY APPLICANT**

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.

Signed:______________________________

**AUTHORISATION BY SECTION HEAD**

I hereby authorize the disposal of the described asset to the applicant, whose details appear above

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>QUT staff number</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
</tbody>
</table>