4. Collection Management

4.12. Deselection and Physical Collections Strategy

Identification Block

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Officer</td>
<td>Director, HiQ and Library Services</td>
</tr>
<tr>
<td>Approval Authority</td>
<td>Library Leadership Team</td>
</tr>
<tr>
<td>Approval Date</td>
<td>March 2018</td>
</tr>
<tr>
<td>Date of Next Review</td>
<td>March 2020</td>
</tr>
</tbody>
</table>

Policy Statement

1. Purpose and Scope
2. Responsibility
3. Drivers
4. Reducing Physical Collections Size
5. Related Policies

Appendix 1: De-selection guidelines
Appendix 2: Physical Collections Plan

4.12 Physical Collections Strategy

1. Purpose and Scope

- The physical library collections include books, print periodicals, audio-visual materials and curriculum collection materials. The purpose of this policy is threefold: to define the space requirements for physical collections; to define the strategy for managing the size of QUT Library’s physical collections, limited to the availability of collection storage space; and to provide guidelines for deselection. Space requirements for physical collections change as the Library moves from largely print-based collections to predominantly online collections. The print to online transition is largely completed for journals, however the transition to ebooks is still current, although very significant change is occurring. QUT Library already has the smallest physical collections of any large university in Australia. It is important for the Library to supplement the online collections with relevant and useful collections of selected and required print materials that best meet the needs of students and researchers and offer the highest return on investment possible. With increased online resource availability the physical collections will continue to reduce in size across the QUT Library system as a whole. Branch libraries may negotiate for the transfer of collections in accordance with available physical collection space at each branch library, as long as the total physical collection size is not increased.
QUT Library continues to manage the physical collection in order to ensure a suitable shelving density is maintained and to increase the availability of attractive, high quality and innovative study and group learning and teaching spaces for students in the branch libraries. This is facilitated by an emphasis upon selection of online resources and by the removal of lower demand print materials from the branch libraries via deselection or transfer to the QUT Library Store.

The policy applies to the following QUT library collections:
- Gardens Point branch Library
- Kelvin Grove branch Library
- QUT Library Store
- QUT Law Library

2. Responsibility

Because this policy applies to the physical collections across all campuses, responsibility for compliance lies with the Director, HiQ and Library Services and the Manager, Library Services (Gardens Point, Kelvin Grove and Law Library).

The Library deselection guidelines in Appendix 1 are used to ensure only the most appropriate and used materials are retained as they age.

To maintain appropriately sized physical collections, a deselection schedule is maintained, to ensure the collection houses materials that are relevant and used.

3. Drivers

Drivers for the approach include:
- QUT Library's preference for online resources over print where possible
  - Increasing availability of books in ebook format
  - Increasing availability of ejournal backsets, replacing print backsets of periodicals
- Availability of materials via the Library's document delivery service which includes desktop delivery of articles to Library clients
- Ensuring the collections are accessible and well presented
- Ensuring the collections are used
- Managing the physical collection spaces to provide the best return on investment
- Repurposing of some spaces to provide attractive, high quality and innovative study and group learning and teaching spaces for students
- Limited availability of open access print periodicals store spaces at Gardens Point and Kelvin Grove
- Availability of a closed access collection in the QUT Library Store.

4. Reducing Physical Collection Size

QUT Library's physical collections are distributed across the Gardens Point, Kelvin Grove, and the QUT Law libraries and the QUT Library Store. The size of the physical collection at each branch library, the QUT Library Store, and across the QUT Library system as a whole is limited by the availability of suitable collection space.
To maintain a suitable shelving density the monograph collections are limited to using 75% shelving capacity with 5 shelves.

The Library aims to reduce the physical collections as ebooks replace print books and as usage of existing print books declines. The Library’s selection and procurement processes are intended to ensure that where suitable for the discipline area and available within a reasonable time-frame, books required for the collection are made available only in ebook format. Prescribed textbooks adoptions are also made available in print.

Collection storage and use is monitored annually and reported to Information Resources Committee and Library Leadership Team. The Physical Collections Plan is provided in Appendix 2.

The print serials collection is reducing in size as the Library has replaced most print subscriptions with online, and many print holdings with online backsets.

5. Related Policies

CDM 6.6 QUT Library Store

Appendix 1: De-selection guidelines

Introduction
Deselection is the process of reviewing and removing unwanted material from the library collection. The process of relocation to the QUT Library Store is a related guideline. For specific details see the QUT Library Store Guideline.

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 browse-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 collection space in Branch Library collections is maintained for material that is well used, and that material of research or historical value is retained. Material that is required to be retained for these reasons is transferred to the Library Store.

Branches are required to submit deselection plans for endorsement by IRC.

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 library system 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 – Managers, Library Service 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
  - Changes in shelving availability
  - New availability of ebooks and ebook databases.

6. **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 have not been used in the past five years may be deselected from the collection. Such items may be selected for inclusion in the QUT Library Store if they meet the selection criteria set out in Section 5.1 of CDM 6.6 QUT Library Store. Items that are not considered high use may be transferred to the QUT Library Store at the discretion of the Manager, Library Service.

   **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 are considered for discard. Where multiple copies are held, one copy of an older edition may be retained if content is deemed valuable or unique and the item is being used. The Law Library retains one copy of all previous editions of legal works.

   Earlier editions of ebooks are deselected where it is efficient, for instance, using data obtained from a vendor or via ad hoc deselection.

   **Duplicate issues of periodicals**

   Paper volumes duplicated by electronic versions are discarded, irrespective of whether duplicated in ejournals or library databases which provide perpetual access. 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. This includes online holdings of serials such as trade magazines which may be out of date.

**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.

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.

**Superseded material**

Superseded parts of cumulative works are discarded.

### 7. Exceptions

Material in the following categories will not be discarded without permission from the Director, HIQ and Library Services:

- 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

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 relevant Manager, Library Service 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 Library’s networked 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 withdrawal 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.
Responsibility

Managers, Library Service are responsible for the implementation of the processes.
Appendix 2: Physical Collections Plan

**PHYSICAL COLLECTION PLAN 2016-2019**

8. Version history

<table>
<thead>
<tr>
<th>Version number</th>
<th>Date</th>
<th>Reason/comments/approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td>V 1.0</td>
<td>9/6/16</td>
<td>Draft version of plan</td>
</tr>
<tr>
<td>V 1.1</td>
<td>4/7/16</td>
<td>Changes post initial discussions with LSWG and IRC</td>
</tr>
<tr>
<td>V 1.2</td>
<td>5/7/16</td>
<td>Changes after discussions with AD (SCLS)</td>
</tr>
<tr>
<td>V 1.3</td>
<td>20/7/16</td>
<td>Changes after IRC recommendation</td>
</tr>
<tr>
<td>V 1.4</td>
<td>26/10/17</td>
<td>Update</td>
</tr>
</tbody>
</table>

* * * * *
9. Background

The following 3 year plan for the physical collections at QUT Libraries has been created to follow on from the 5 Year plan for the Physical Collection which concluded at the end of 2015. The goals are:

- to reduce the space used to house collections so more usable client space is available in the Library buildings
- to reduce the possibility of injury by reducing/maintaining 5 shelves in the monograph collection
- to create a Gardens Point STORE to make use of the vacant space within the compactus on level 1

A discussion paper on “Integradation of the periodical collection into the general collection” was presented to IRC on the 6th July 2016 setting out the advantages and disadvantages of integration and included recommendations for the future of the periodical collection. Due to the insufficient space within the general collections at both Gardens Point and Kelvin Grove, the following recommendations were endorsed by IRC:

- Kelvin Grove change the periodicals held on display to current and previous year, making the holdings consistent with Gardens Point.
- Relocate the KG periodical collection to the Course Reserve room, freeing space on level 6 for client use
- Gardens Point will reduce periodical holding over the next 2 years, requiring less space for display, freeing up additional client space.

10.

11. Consultation

Library Services Working Group
Information Resources Committee
## Monograph Collection

### Gardens Point General Collection
(Levels 5, 6)

<table>
<thead>
<tr>
<th>Current Collection size and shelf capacity</th>
<th>Future goal</th>
<th>Action required</th>
<th>Resources required</th>
<th>Responsibilit y</th>
<th>Timeline</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>104,515 items. Capacity using 5 shelves @ 75% is 116%</td>
<td>Reduce collection to 100% capacity using 5 shelves</td>
<td>Deselect items on an annual basis as per CDM 4.12 Deselection and Physical Collections. Relocate items to GP Store on an ongoing basis as per CDM 4.12 Deselection and PhysicalCollections Additional deselection of 8000 items required to meet 5 shelves target</td>
<td>CA GP absorb CA GP absorb BLM GP absorb</td>
<td>CA GP absorb</td>
<td>Annually</td>
<td>2017-2019</td>
</tr>
</tbody>
</table>

### Gardens Point Store
(Level 1)

<table>
<thead>
<tr>
<th>Current Collection size and shelf capacity</th>
<th>Future goal</th>
<th>Action required</th>
<th>Resources required</th>
<th>Responsibilit y</th>
<th>Timeline</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total capacity 768 liner meters equates to 33,000 items Current in use is 0 liner meters (0%)</td>
<td>House items from Gardens Point General collection</td>
<td>Create a Gardens Point Store within the compactus on Level 1</td>
<td>CA GP absorb</td>
<td>CA GP absorb</td>
<td>2017</td>
<td>2017</td>
</tr>
</tbody>
</table>
### Kelvin Grove General Collection (Level 3, 4, 5)

<table>
<thead>
<tr>
<th>Current Collection size and shelf capacity</th>
<th>Future goal</th>
<th>Action required</th>
<th>Resources required</th>
<th>Responsibility</th>
<th>Timeline</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>156,200 items. Capacity using 5 shelves @ 75% is 102%</td>
<td>Reduce collection to 100% capacity using 5 shelves</td>
<td>Deselect items on an annual basis as per CDM_4.12 Deselection and PhysicalCollections. Relocate items to KG Library store as per CDM_4.12 Deselection and PhysicalCollections. Backshelf collection so items as housed on 5 shelves per bay.</td>
<td>CA KG absorb CA KG absorb Funding required</td>
<td>BLM KG LCAS KG BLM KG LCAS KG BLM KG LCAS KG</td>
<td>Annual</td>
<td></td>
</tr>
</tbody>
</table>

### Law Library (Level 6)

<table>
<thead>
<tr>
<th>Current Collection size and shelf capacity</th>
<th>Future goal</th>
<th>Action required</th>
<th>Resources required</th>
<th>Responsibility</th>
<th>Timeline</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>25093 items. Capacity using 5 shelves @ 75% is 100%</td>
<td>Retain collection to 100% capacity using 5 shelves</td>
<td>Relocate items to Gardens Point Store as per CDM_4.12 Deselection and PhysicalCollections. Deselect items on an annual basis as per CDM_4.12 Deselection and PhysicalCollections. Backshelf collection so items are housed on 5 shelves per bay.</td>
<td>CA GP/Law absorb CA GP/Law absorb CA GP/Law absorb Contractor to remove shelving. Requires funding</td>
<td>BLM GP BLM GP/Law LCAS GP BLM Law LCAS GP BLM Law LCAS GP</td>
<td>2017 then Annually</td>
<td>2017 then Annually 2018 2018</td>
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</tbody>
</table>
Removed surplus shelving.

<table>
<thead>
<tr>
<th></th>
<th>Future goal</th>
<th>Action required</th>
<th>Resources required</th>
<th>Responsibility</th>
<th>Timeline</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caboolture Library (Level 3, 4, 5)</td>
<td>Total capacity is 345 linear meters. Current in use is 259 linear meters (75%)</td>
<td>Collection to remain at 75 percent capacity</td>
<td>absorbed</td>
<td>BLM CAB</td>
<td>2016-2019</td>
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</table>

Periodical Collection
Gardens Point Store (Backset editions)
(Level 1)

<table>
<thead>
<tr>
<th></th>
<th>Future goal</th>
<th>Action required</th>
<th>Resources required</th>
<th>Responsibility</th>
<th>Timeline</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Compress periodical collection within compactus to utilise space more effectively</td>
<td>Backshelve current backsets of periodical to after deselection decisions.</td>
<td>CA GP absorb</td>
<td>CAS GP</td>
<td>2017</td>
<td></td>
</tr>
</tbody>
</table>
### Gardens Point
(Level 4)

<table>
<thead>
<tr>
<th>Current Collection size and shelf capacity</th>
<th>Future goal</th>
<th>Action required</th>
<th>Resources required</th>
<th>Responsibility</th>
<th>Timeline</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current and previous year editions</td>
<td>Repurpose area into client space</td>
<td>Condense collection to pigeon holes against back wall</td>
<td>CA GP absorb</td>
<td>LCAS GP</td>
<td>2018</td>
<td>2018</td>
</tr>
<tr>
<td>7.5 linear meters</td>
<td>Remove pigeon hole display</td>
<td>Remove excess pigeon holes display</td>
<td>Funding required</td>
<td>BLM-GP</td>
<td></td>
<td></td>
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### Kelvin Grove
(Level 6)

<table>
<thead>
<tr>
<th>Current Collection size and shelf capacity</th>
<th>Future goal</th>
<th>Action required</th>
<th>Resources required</th>
<th>Responsibility</th>
<th>Timeline</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current and previous 2 years</td>
<td>Repurpose area into client space</td>
<td>Relocate 2 year prior editions to Gardens Point compactus</td>
<td>CA KG-GP absorb</td>
<td>LCAS KG</td>
<td>2016</td>
<td>Complete</td>
</tr>
<tr>
<td>61.5 linear meters</td>
<td>Change catalogue wording of KG periodicals</td>
<td>Change catalogue wording of KG periodicals</td>
<td>LRS absorbed</td>
<td>LRS Team Leader</td>
<td>2016</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Relocate periodicals into the Course Reserve area</td>
<td>Relocate periodicals into the Course Reserve area</td>
<td>CA KG absorb</td>
<td>LCAS KG</td>
<td>2017</td>
<td>Decision not to proceed with relocation due to HiQ</td>
</tr>
<tr>
<td></td>
<td>Change location of periodicals</td>
<td>Change location of periodicals</td>
<td>LRS absorbed</td>
<td>LRS Team Leader</td>
<td>2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Remove pigeon hole display</td>
<td>Remove pigeon hole display</td>
<td>Funding required</td>
<td>BLM-KG</td>
<td>2017</td>
<td></td>
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</table>

### Law
(Level 6)

<table>
<thead>
<tr>
<th>Current Collection size and shelf capacity</th>
<th>Future goal</th>
<th>Action required</th>
<th>Resources required</th>
<th>Responsibility</th>
<th>Timeline</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
### Total capacity

- 1116 liner meters.
- Current in use is 567 liner meters (61%) @ 5 shelves.

### Repurpose surplus area
to individual quiet space

- Undertake deselection and condense remaining collection through backshelving.
- Removed surplus shelves.

### CA GP/Law Absorb
- Contractor to remove shelving. Requires funding.

### Law L&R
- BLM Law

### Timeline
- 2018

---

### Library Store (Kelvin Grove)

*(88 Musk)*

<table>
<thead>
<tr>
<th>Current Collection size and shelf capacity</th>
<th>Future goal</th>
<th>Action required</th>
<th>Resources required</th>
<th>Responsibility</th>
<th>Timeline</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>88,300 items @ 75% capacity</td>
<td>Relocate to wanted items to Library Store</td>
<td>Undertake deselection and removal of unwanted items</td>
<td>Contractors to remove unwanted items and relocated wanted items to Gardens Point Store.</td>
<td>WIM CAS - GP</td>
<td>Septemb er 2017</td>
<td>Complete</td>
</tr>
</tbody>
</table>

---

### Curriculum Collection

*(Level 4D)*

<table>
<thead>
<tr>
<th>Current Collection size and shelf capacity</th>
<th>Future goal</th>
<th>Action required</th>
<th>Resources required</th>
<th>Responsibility</th>
<th>Timeline</th>
<th>Progress</th>
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</thead>
<tbody>
<tr>
<td>35,600 items</td>
<td>Part of New Education precinct</td>
<td>Deselection in anticipation of relocation</td>
<td>CA – KG absorbed</td>
<td>LCAS-KG</td>
<td>2017</td>
<td></td>
</tr>
</tbody>
</table>

---

### Microform Collection (Law)

<table>
<thead>
<tr>
<th>Current Collection size and</th>
<th>Future goal</th>
<th>Action required</th>
<th>Resources required</th>
<th>Responsibility</th>
<th>Timeline</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### shelf capacity

<table>
<thead>
<tr>
<th></th>
<th>Relocate to Level 6 Law Library</th>
<th>Deselect unwanted material</th>
<th>BLM Law</th>
<th>BLM Law</th>
<th>2016</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>292 liner meters.</td>
<td>Relocate to Gardens Point Store</td>
<td>Change holdings</td>
<td>CA GP absorb</td>
<td>LCAS-GP</td>
<td>2016</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Remove shelving</td>
<td>LRS absorb</td>
<td>Team Leader</td>
<td>2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contractor</td>
<td>LRS</td>
<td>2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>to remove shelving. Requires funding</td>
<td></td>
<td>2016</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Projected collection movement using current CDM criteria

#### Gardens Point

<table>
<thead>
<tr>
<th>Year</th>
<th>Added items</th>
<th>Deselected items</th>
<th>Items relocated to GP Store</th>
<th>Difference within Collection</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-2019</td>
<td>6815</td>
<td>6525</td>
<td>7371</td>
<td>-7081</td>
<td>Additional removal of 8,000 items required</td>
</tr>
</tbody>
</table>

#### Kelvin Grove

<table>
<thead>
<tr>
<th>Year</th>
<th>Added items</th>
<th>Deselected items</th>
<th>Items relocated to KG Store</th>
<th>Difference within Collection</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-2019</td>
<td>19926</td>
<td>6418</td>
<td>7733</td>
<td>5775</td>
<td>Additional removal of 5775 items required</td>
</tr>
</tbody>
</table>

#### Law

<table>
<thead>
<tr>
<th>Year</th>
<th>Added items</th>
<th>Deselected items</th>
<th>Items relocated to GP Store</th>
<th>Difference within Collection</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-2019</td>
<td>1823</td>
<td>3012</td>
<td>5193</td>
<td>-6382</td>
<td>Shelving removal required</td>
</tr>
</tbody>
</table>

### Modification History

<table>
<thead>
<tr>
<th>Date</th>
<th>Sections</th>
<th>Source</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 September 2009</td>
<td>All</td>
<td>ADIRRS</td>
<td>Incorporating feedback from Information Resources Committee</td>
</tr>
<tr>
<td>Date</td>
<td>Sections</td>
<td>Source</td>
<td>Details</td>
</tr>
<tr>
<td>------------------</td>
<td>----------</td>
<td>-------------------------</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td>23 October 2009</td>
<td>Drivers</td>
<td>DLS</td>
<td>Additional drivers Reworked collection sizes</td>
</tr>
<tr>
<td>27 October 2009</td>
<td>All</td>
<td>Library Leadership Team</td>
<td>Approved</td>
</tr>
<tr>
<td>May 2011</td>
<td>4.0 Collection size</td>
<td>AD(IR&amp;RS) via IRC</td>
<td>Reduced physical collections</td>
</tr>
<tr>
<td>2 October 2012</td>
<td>4 Collection size</td>
<td>AD(IR&amp;RS) via LLT</td>
<td>A collection size range was added.</td>
</tr>
<tr>
<td>December 2015</td>
<td>All</td>
<td>AD(IR&amp;RS) via IRC</td>
<td>Change title to Reducing Physical Collections</td>
</tr>
<tr>
<td>11 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>
<tr>
<td>19 July 2018</td>
<td>All</td>
<td>IRC</td>
<td>Combine Deselection and Physical Collections Strategy</td>
</tr>
</tbody>
</table>