

## **St. Catherine University Library Deselection Guidelines**

Deselection is the removal of materials from the library collection. It is an essential, continuous component of collection management in libraries. Removing materials from the St. Catherine University library ensures that the collections remain relevant to library users and true to library and University missions. In addition, the process frees shelf space for newly acquired materials. This policy guides deselection decisions, in keeping with the library's mission "to empower our community to be engaged scholars, professionals, and citizens through the cultivation of services, collections, spaces, and experiences."

### **Responsibility for Deselection**

Final responsibility for deselecting materials from the library's collection rests with the library director. Individuals who participate in deselection include the director, librarians, and other library personnel. The library encourages the teaching faculty to work with and provide feedback to library personnel to identify materials to deselect.

### **Criteria for Deselection**

Library materials of all types may be candidates for deselection, based on the following criteria:

- **Currency**  
The content of library materials should be accurate and up to date. Materials that are superseded by newer, revised, or updated editions may be deselected. The library takes into consideration faculty and students whose scholarship and teaching require the use of historical texts.
- **Usage**  
Low or no usage may be a factor in deselection decisions. Library personnel may consult circulation statistics or other reports to determine candidates for deselection.
- **Physical Condition**  
Materials that are badly deteriorated or damaged and beyond reasonable preservation efforts may be deselected. Consideration for replacement will be made on a case-by-case basis.
- **Duplicates**  
Due to space limitations, the library may deselect duplicate copies (or duplicate print copies of electronic items). Library personnel will take into consideration the need to have more than one copy of a title on hand, especially for materials that are heavily used.
- **Completeness**  
Materials that are part of a multi-volume set of which the library does not have all volumes may be deselected.
- **Uniqueness**  
The library will generally not deselect materials that are considered unique, rare, or are not adequately held in other lending libraries.
- **Format Obsolescence**  
Materials in obsolete formats may be deselected if the content is available elsewhere or if the material is in poor condition.
- **Curricular and Community Needs**  
Materials should support the undergraduate and graduate curriculum, campus community needs, and/or align with the mission of the University, including but not limited to the focus on women, Catholic identity, liberal arts, and social justice.

## **Non-book materials**

- **Journals and Other Recurring Publications**

Although electronic access is the preferred format for serials, journals, and newspapers, the library houses many titles in print and in microform formats. If a journal or recurring publication is available through one of the stable, long-standing library databases, the library may opt to deselect print versions.

- **Media Materials**

Media formats may be deselected based on any of the criteria listed in the previous section of these guidelines.

- **Reference Materials**

Reference materials may be deselected based on any of the criteria listed in the previous section of these guidelines. Print materials may be deselected based on their availability online.

## **Deselection Procedures**

Items are identified for deselection and are removed from the shelves. Their catalog records are removed from the local catalog and the library's holdings removed from WorldCat/OCLC.

The library may use Better World Books, a socially conscious book reseller to sell deselected items on the secondary book market. Better World Books shares the profit from sales with the St. Catherine library and with our non-profit partner, Books for Africa.

The library may donate books directly to non-profit organizations (ArtScraps, Books for Africa, etc.) and/or may provide free carts of discarded items for individuals to take.

The library will recycle what it cannot resell, donate, or give away.

## **Review and Revision of Guidelines**

Deselection guidelines will be reviewed regularly by the library director, librarians and other library personnel.

*Revised and approved, 5.1.2020*