



## ECL LIBRARY

### **De-selection (Weeding)**

De-selection of library materials (the process of removing items from the collection) is essential for the maintenance of a current, academically useful library collection. De-selection provides quality control for the collection by elimination of outdated, inaccurate, and worn-out materials. Librarians are responsible for conducting an ongoing de-selection effort.

#### **Print and Audio-Visual Resources De-selection Guidelines**

- Superseded editions are routinely deselected from the collection.
- Materials that are in poor condition and beyond economic repair are deselected.
- Because currency of information is extremely important in some fields such as technology, and business, older materials are regularly deselected to eliminate sources with outdated or inaccurate information.
- The library does not deselect materials solely on the basis of the item's age.
- Materials that do not support the current curriculum may be deselected.
- Materials may be deselected based on the faculty input

Materials that have not been used based on circulation and browsing statistics may be deselected after five years of inactivity. Items considered classic works in their field have long-term value and should be kept in the collection despite lack of use.

The title may be retained if it is included in a standard list or bibliography such as Books for College Libraries or if the author has a reputation for being an authority on the topic.

Deselected items may be disposed of according to the following guidelines:

- An item will be immediately withdrawn and discarded if it is severely damaged or contains material so outdated as to be grossly inaccurate or dangerous
- An item that is deselected may be offered at no cost to non-profit entities.

### **Serials De-selection**

Incomplete and short runs of a title may be withdrawn, particularly when the title is not currently received.

Titles that do not contain substantial amounts of information supporting the current curriculum may be withdrawn.

Items for which information currency is of the essence, such as newsletters and trade magazines, will have predetermined holding limits, such as "kept for one year only" rule.

Annuals, biennials, and regularly updated editions of guidebooks, handbooks, almanacs, and directories are de-selected schedule depending on the information in earlier editions.

### **Online Resources De-selection**

Online de-selection of Internet resources is a necessity because of the dynamic nature of such resources. The following guidelines are used:

- An Internet resource is no longer available or maintained
- The resource is no longer current or reliable
- Another Internet site or resource offers better coverage of the topic
- Is an electronic version of an item available?

### **Preservation of Materials**

Library materials are expensive to purchase, process, and house. The ECL Library acknowledges the necessity of preserving all holdings.

Library employees and patrons will be informed of the proper use of library materials

Temperature and humidity controls are essential for maintenance of library materials.

Book repair is provided for damaged materials.

Binding is used to preserve materials as needed.

### **Replacement of Materials**

Replacement of lost, damaged, missing, or worn-out items is based on the following criteria:

- Does the item meet the general library collection policy?
- Does the item's frequency of use justify replacement?
- Is the item on a faculty recommended reading list?
- Is the item available in another, more user-friendly format?
- Is the item's content better covered by another title?