



National University of Health Sciences General Policies

Title: Library Material Deselection	Page 1 of 1
Date Adopted: 07/13/87	Date(s) Revised: 08/13/87
<i>James Hinterstein</i> _____ President	3-9-09 _____ Date

POLICY STATEMENT

The final decision to discard library material should be made by one or more librarians. The following guidelines should be considered.

DEPTH OF COLLECTION: Consider the intended depth of the collection when weeding. Subject areas designated in the collection development policy as Minimal, Basic, and Study should be weeded more heavily than those designated as Research and Comprehensive.

POOR CONDITION: Materials, which are in extremely poor condition, (beyond repair or not worth the cost or repair) should usually be discarded.

ADDED COPIES: In general, keep no more than three copies of any item.

MULTIPLE EDITIONS: In general, keep copies of the latest edition and the previous edition. Earlier editions should not be kept unless there is some special reason such as historical value or content which is not readily outdated (e.g., some atlases and highly illustrated materials). If the item is primarily a reference tool, usually only the latest edition should be kept. In some cases, the previous edition may be transferred to the circulating collection.

OLDER MATERIALS: Consider discarding books and audiovisual materials which are more than ten years old or which have not circulated in over five years. However, historical value and currency of the material must be taken into account.

AUDIOVISUAL MATERIALS: In addition to the other guidelines, consider the usefulness and appropriateness of the format. For example, videocassettes may be preferred over films, etc.

SERIALS: For serials, also consider the completeness of our holdings and the availability of the title on interlibrary loan. Also consider the type and currency of the material. For example, most newsletters and general interest magazines should only be kept for one year.