



Central Otago Libraries Deselection Policy

Deselection of library collections takes place to keep collections fresh, current and relevant for their communities. It is part of the continuous process of evaluation and maintenance of a vibrant collection.

The Collection Development Manager holds the ultimate responsibility for deselection but will delegate to trained staff whilst maintaining a supervisory role. Staff members may weed an item from the collection however must have approval from the Collections Manager or a trained staff member.

Primary Goals

- To remove damaged items from our collections.
- To remove misleading, unused or outdated items.
- To improve the library users' access to current, relevant items to better meet their information and recreational needs.

Collection Assessment

Assessment of the collection will be based on the following criteria:

- Poor physical condition.
- Misleading, outdated or irrelevant nature of content.
- Supersession by a new edition.
- Availability elsewhere or in alternate formats (e.g. Large Print or electronically.)
- Number of duplicate copies within the collection.
- Cost of repair.
- Number of issues since acquisition, recent issues and expected future use.
- Part of a series still being read.

Works for special consideration include:

- Items with value as a classic, historic, reference or research work:
 - **Works by local authors** will be retained wherever possible. Last copies of items which are worn should be transferred to Stack.
 - **Works of local history** are of enduring value and will only be weeded if retaining them causes potential harm to the rest of the collection e.g. if they are mouldy. Final copies should be transferred to the McArthur Room for safe keeping. Where there are multiple copies across the district, items should be available for public browsing and issue. Worn copies may be housed in Stack.

- **Works deemed to be “Classics”** will be retained by the district however it is not necessary for copies to be held by every branch.
- **Works unique within our collections** where the information is not easily obtainable elsewhere or available through Interloan. As part of Kōtui we can view a larger number of libraries’ catalogues to assist with this decision.

Procedure

Damaged or worn items will be identified as staff move about the library or as items are returned/discharged.

These items will be approved for immediate weeding by the Team Leader/Collections Manager and the item removed from the catalogue. This will take place within 1 working day. Mouldy items should be wrapped in plastic and disposed of immediately.

Other items will be assessed according to the “CREW” guidelines (summary attached). Please refer to the manual for details.

Where there are multiple copies throughout the district the item may be used to replace a worn copy or held aside as a future replacement.

Series: an item which is part of a series still being read should only be weeded on condition. Check the catalogue to see if other items are available for customers to reserve. If there are not, or the series is very popular, add the item to the recommendations spread sheet.

To Weed:

- Items being weeded are removed from the catalogue by issuing to CQ_DELETED
- Weeded items are stamped “Cancelled” or “Deleted” on the front and rear endpapers, have a line drawn through the Item ID (barcode) with an indelible marker and the reminder slip removed from the rear of the book. This is to be undertaken as items are issued to CQ_DELETED.
- Items are sorted into types (e.g. Children’s fiction, Adult Non-Fiction) stored in clearly labelled boxes ready for shipment of sale.
- Items which are not suitable for donation or sale (i.e. very damaged or dirty) will be recycled: after removing the cover, pages are to go to paper recycling and the covers to cardboard recycling if they do not have library covering applied.

