



Cardinal Carter Library

Deselection of Materials Collection Policy

Date: December 2010

Deselection is the practice of identifying material for removal, usually on the basis of currency, usage, physical condition or duplication, and is essential to the maintenance of a relevant and useful library collection. Deselection is a continuous and systematic process which ensures that the collection continues to meet the parameters of the library's current collection policies and new academic interests. This policy also recognizes that the physical capacity of the library is limited and that the collection size must be managed to allow for ease of access, growth and collection revitalization.

Deselection may take many forms, for instance:

- Withdraw from the collection.
- Relocate to compact storage or the Eaton Special Collections Room.
- Transfer to another library, e.g. the A.P. Mahoney Library, St. Peter's Seminary.

Primary responsibility for the weeding of subject-specific and generic collections rests with the appropriate subject librarian, who applies specific knowledge of the College's instructional and research needs, and patterns of use by faculty and students. Material which has been lost or damaged will be replaced if the item is deemed to be important to the curriculum or if it is of lasting historical value. Last copies or titles that are unique within the Shared Library Catalogue of Western Libraries are retained.

Deselection Criteria:

The following criteria are not applied in an automatic or arbitrary fashion, each title being considered on its own merits.

- Physical condition of the title, making rebinding or mending unfeasible.
- Multiple copies.
- Superseded material, especially when more recent editions of the work are held. In some disciplines first editions should be retained for historical purposes.
- Superfluous material which is no longer germane to the instructional and research interests of the College.
- Age of the work.
- Frequency of use.

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- Relevance of the item to the courses being taught.
- Currency of the content.
- Duplication of format—e.g. electronic format, VHS or DVD.
- Availability of copies elsewhere in the Shared Library Catalogue (Western Libraries).
- Foreign language material, except material in French, Spanish and Italian supporting offerings of the Modern Language Department.
- Fragmented sets.
- Title is in the Archives and Research Collections Centre (Western Libraries).

In instances of complete withdrawal of items from the Library, every effort is made to forward material that may still be of use or interest to organizations that support world literacy programmes. The library currently offers weeded material to Better World Books. Material that has no value, for instance out-of date reference works and old runs of newspapers, etc., are typically sent for recycling.