

## ANU Library

# Collection de-selection (weeding) Protocol

### 1. Background

Collection evaluation and deselection (weeding) needs to be undertaken to ensure that the Library Collection is relevant, accessible, supports the teaching and research needs of the University and to ensure that space is managed appropriately.

This document has been prepared to outline the criteria for deselection of the collection, recognising that:

- The ANU Library collection is a vital resource for research and teaching, it is part of the infrastructure necessary for the university
- There are limitations on the space available for library service thus a balance needs to be struck between collection, learning and research commons and space that becomes required by the university for non-library purposes
- Collection building is increasingly online
- Budget will be required to be allocated for inter-library loan/document supply for resources that are de-selected that are required and not available through electronic subscriptions.

This protocol relates to the Australian National University Library Collection Development Policy.

### 2. Exempted material

Material which is excluded from in the library's general approach to deselection includes ANU theses, rare books material and special collections that have been acquired.

One copy of all publications of the University or by university staff are retained by the library. The physical copy is only discarded if the digital copy is in a trusted repository and the print copy is damaged beyond repair.

### 3. General principles for deselection

The Library's collection needs to be relevant and responsive to the teaching, learning and research activities of the University.

Deselection decisions are made taking into consideration the following principles:

- The collection needs to be relevant to current teaching, learning and research activities of the University
- Outdated, inaccurate, superseded or no longer useful materials will be evaluated regularly for possible de-selection
- Formats will be reviewed to ensure that resources on obsolete media are transferred to current technologies or are replaced after an assessment of collection relevance
- Multiple copies will be reviewed and generally deselected to a single copy when they are no longer required for teaching purposes
- While in some cases earlier editions will be retained because of a research or teaching need, generally superseded material will be deselected.

Consultation with the academic community will remain a very important part of the deselection decision making process.

Only one copy of each book and journal will be retained, except for current resources required for teaching. Regular reviews, at a minimum three yearly, will be used to identify duplicate material and deselected where duplicates are no longer required.

Where print material has also been required electronically print resources will be deselected if:

- The library has perpetual access at a reasonable or no cost, for example titles made available through Knowledge Unlatched and commonwealth publications available freely online
- There is no special need for print resources (textbooks, for example, may be retained to enable easy use)
- The electronic resources are available through a trusted or archival repository

Serial resources will be reviewed for deselection if:

- They are easily and likely permanently available online at a reasonable charge
- The library has incomplete or patchy runs and has access to full runs through other sources in a timely manner for the ANU community
- The resource is not used, nor likely to be used
- Other resources are available which better meet the needs of research and teaching.

Monograph resources will be reviewed for deselection if:

- They are easily available online at a reasonable charge
- Access is available through local ACT libraries such as the National Library of Australia
- The resource is not used
- Other resources are available which better meet the needs of research and teaching.

Where formats are no longer supported or technically redundant, such as Umatic tapes, alternative formats will be sought to replace required material.

#### 4. Roles and responsibilities

Library staff will review titles for consideration for deselection through a three year cycle.

The three yearly plan will be used to minimise disruption and optimise availability of staffing resources.

The academic community will be consulted about deselection recommendations through the Library Advisory Committee, schools and individual academic consultations based on the titles and disciplines.

The University Librarian is responsible for signing off all deselected items. Branch Managers and their Collection Managers undertake the decision making role for recommending items for deselection.

#### 5. 3 year plan 2016-18

The Three year plan for collection review is:

2016	2017	2018	Comments and space created
<b>Serials</b>	<b>Serials</b>	<b>Serials</b>	
<b>Art &amp; Music</b>			
A review of the print serials still in Art & Music to see if recent back files now have stable online equivalents. (	A review of the print serials still in Art & Music to see if recent back files now have stable online equivalents.	A review of the print serials still in Art & Music to see if recent back files now have stable online equivalents.	5 linear metres p.a.
<b>Chifley</b>	<b>Chifley</b>	<b>Chifley</b>	
Commonwealth Hansard Check Law holdings: are there any gaps Law want filled with hard copy	State Hansards  UK Hansard  Review and deselect Chifley microform collection with view to creating extra student spaces level 1 – currently 17 microform cabinets (119 drawers) of all microform holdings		Commonwealth Hansard is available as a comprehensive, permanent e-resource Will be deselected from Level 1 compactus, space reused for resources currently housed on Level 3 and 4

			2016 15-20 lm p.a. 2017 15-20 lm for student study space
Government and official serials. Includes ABS	Government and official serials. Includes ABS		Those that are online and available without charge and are accepted by the Legislative Bodies and the Courts Deselected from Level 1 compactus, space reused for resources currently housed on Level 3 and 4 10-15 lm p.a.
A review of the print serials in Chifley to see if recent back files now have stable online equivalents. Ongoing	A review of the print serials in Chifley to see if recent back files now have stable online equivalents. Ongoing	A review of the print serials in Chifley to see if recent back files now have stable online equivalents. Ongoing	Deselected from Level 1 compactus, space reused for resources currently housed on Level 3 and 4 15- 20 lm p.a.
<b>Hancock</b>	<b>Hancock</b>	<b>Hancock</b>	
Review of serial titles with stable online back file equivalents to be deselected	Review of serial titles with stable online back file equivalents to be deselected - continued		10 -15 lm p.a.
Runs of serial no longer required	Runs of serial no longer required	Runs of serial no longer required	Due to courses ceasing to be taught 5 lm p.a.
<b>Hume</b>	<b>Hume</b>		
	Science serials housed at Hume to be reviewed – Elsevier and Wiley titles	Science serials housed at Hume to be reviewed – Springer titles	Space gained would be reused to house Science titles without an online presence currently housed in Hancock

			2017 20-30 lm 2018 72.28 lm
	Reference serials kept when the science branches closed.	Reference serials kept when the science branches closed.	Need to approach the academic areas to see if their needs have moved on since those initial decisions were made. Space gained would be reused to house Science titles without an online presence currently housed in Hancock 5-10 lm p.a.
<b>Law</b>	<b>Law</b>	<b>Law</b>	
Australian legislation reviewed for deselected (primarily material in the Reading Room freely available online)	Canadian primary resources reviewed for deselection	US primary resources reviewed for deselected	Space created will become 10 student study spaces 10-20 lm p.a.
<b>Menzies</b>	<b>Menzies</b>	<b>Menzies</b>	
A review of the print serials to check if back files now have stable online equivalents.	A review of the print serials to check if back files now have stable online equivalents.		10 lm p.a.
<b>Monographs</b>	<b>Monographs</b>	<b>Monographs</b>	
<b>Art &amp; Music Library</b>	<b>Art &amp; Music Library</b>	<b>Art &amp; Music Library</b>	
	Art lending collection deselection	Review music lending collection deselection	3-5 lm p.a.
	Review print reference for outdated reference titles and titles available in quality e-resource.	Review music score collection	Currently housed in 72 shelves. Collection will be moved to compactus –freeing up 400 lm and creating 12 student spaces
<b>Chifley</b>	<b>Chifley</b>	<b>Chifley</b>	

Outdated reference titles deselected – Level 3			Clearing space for more study space (20 extra student spaces)
Working through monographs shelved on Level 3	Deselection on level 3 of multiple copies of set texts, damaged and out of date stock	Continue deselection on level 3 of multiple copies of set texts, damaged and out of date stock	Includes removal - prior to moving the residual volumes to Level 1 in order to provide space for Research Commons – 20 extra student spaces as above 2017 and 2018 10 – 15 lm p.a.
	Begin deselection of level 4 lending collection includes removal of multiple copies of set texts, damaged and out of date stock  Deselection from Level 3 Large Book collection – begin interfiling ref and large book	Continue deselection level 4	Approx 130 empty shelves HG –VZ = 130 lm  2018 288 shelves - HE-HFZ collection (400 lm) to create extra 15 student spaces
		Level 4 large book deselection to remove 630 shelves freeing space	Removing 630 shelves freeing space 300 lm for an extra 10 student spaces
<b>Hancock</b>	<b>Hancock</b>	<b>Hancock</b>	
The initial phases (deselecting old editions of texts and out of date IT books)  A review of IT texts, with a view to withdrawing out of date items and multiple copies.			Space to be used for incoming stock  5 lm

Hancock is reviewing the very large book collection.  A review of the large books (starting in the QH's – the life sciences) with a view to deselection of date text books.			Recommendations for withdrawal and relocation are being made. 5 lm  Recommendations for withdrawal and relocation are being made. 5 lm
<b>Hume</b>	<b>Hume</b>	<b>Hume</b>	
	Review of monographs held at Hume – possible candidates for the Rare Book room is space allows	Review of monographs held at Hume – possible candidates for the Rare Book room is space allows	Any space gained will be reused for stock currently held in the Branch Libraries 5 lm p.a.
<b>Law</b>	<b>Law</b>	<b>Law</b>	
Duplicated and/or out of date monographs supporting Australian legislation deselected	Duplicated and/or out of date monographs supporting Canadian primary resources deselected	Duplicated and/or out of date monographs supporting US primary resources deselected	3-5 lm p.a.
<b>Menzies</b>	<b>Menzies</b>	<b>Menzies</b>	
Reference collection to be reviewed for outdated texts and items that have changed to e-format	Reference collection to be reviewed for outdated texts and items that have changed to e-format		Shelving to be dismantled and 2-3 new student study spaces created 15 -25 lm p.a.
	Easing of shelving area for the lending collection in the International Relations collection – outdated texts and change of format to e-resource to be deselected , duplicates removed		Space gained will be used to house growth in this collection 5 lm
		Review of Chinese print resources	5 lm

Related documents –  
Collection Development Plan  
Digitization policy and procedure (being developed)  
NLA and ANU Library agreement  
Donation guidelines

A handwritten signature in black ink, appearing to read "Roxanne Missingham". The signature is written in a cursive style with a long, sweeping tail.

AUTHORISED:

Name Roxanne Missingham

Date 10 March 2017