

Library Policy – Conservation and Weeding of Library Materials

Policy:

Murray State College Library shall regularly examine materials in the library collection and remove materials which may no longer be of use or value to the instructional programs at the College. Special collections and archival materials do not come under this policy.

Statement of General Principles:

1. Systematic evaluation of the Library's collections is an integral part of Library development.
2. Conservation, deletion, and weeding the collection shall be a function of the ongoing management of the Library.

Limits and Regulations:

1. Conservation and removal of materials is the responsibility of the Director of Library Services. The Director shall consider the following as reasons for removal:
 - a) Duplicates no longer in demand.
 - b) Superseded editions of works, when applicable.
 - c) Obsolete materials.
 - d) Worn out materials.
 - e) Items for which no future use seems probable.
 - f) Changes in the instructional programs.
2. The Director of Library Services will invite faculty and/or consultants to assist in de-accession decisions.
3. Faculty, administrators, and appropriate broad banded staff will be notified when materials are being considered for withdrawal. Materials on the notification list will be held for two weeks after publication of the notice. If any patron believes that some specific materials should be retained, he/she must prepare and deliver to the Director of Library Services a written statement giving reasons why the materials should not be removed from the collection. The Director of Library Services will carefully consider patron concerns as expressed in these written statements before making a final decision to remove library materials; however, the Director of Library Services has the right and the responsibility to make a decision.
4. In case of a disagreement, the matter will be referred to the Library Advisory Committee for resolution.
5. If the patron disagrees with the decision of the Library Advisory Committee, the patron can appeal the decision to the President of the College.

6. When materials are removed from the collection, they will be offered to faculty for their offices at no charge, offered to students or given to charitable organizations.

Criteria for Withdrawal of Library Media Items:

- a) Never circulated.
- b) Replaced by newer media format.
- c) Content no longer accurate.
- d) Not circulated after initial request in at least five years.
- e) Material no longer relevant to academic instructional programs.

History of This Policy:

First policy draft May, 2008.

Revision- July, 2011.