

# **Western Libraries Principles and Guidelines for Collection Management March 2016**

## **Statement of Principles**

Western Libraries subject and discipline-related collections policies include information on both collection building and collection management for each distinct collection.

As custodians of the collection, librarians with collections responsibilities are responsible for not only the selection of materials which support the research and/or teaching needs of the University, but are also responsible for the active and ongoing maintenance (referred to as "weeding") of the collection in their assigned subject areas in both circulating and closed stack (storage) collections.

Both selection and weeding policies together assure not only the optimal use of limited funds, space and equipment but also the maintenance of academically relevant collections.

Weeding may entail the removal of library material from a given location resulting in:

- a) withdrawal from Western Libraries' holdings
- b) transferral to storage

The librarian's knowledge of a subject, discipline or generic collection along with an understanding of the University's instructional and research interests, the degree of faculty interaction with the collection, and patterns of collections use by faculty and students will, in conjunction with the criteria, guide decisions.

## **Policy Statement on Intellectual Freedom**

Western Libraries subscribes to the principles of intellectual freedom<sup>1</sup> and will ensure that materials are not proscribed or removed because of partisan or doctrinal disapproval.

## **Withdrawals: Policy on Duplication**

In general, it is the policy of Western Libraries to avoid duplication of titles among its various library locations. However, individual libraries may find that second or multiple copies are required for specific programs.

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<sup>1</sup> Canadian Library Association. *Position Statement on Intellectual Freedom*, accessed November 17, 2015, [http://www.cla.ca/Content/NavigationMenu/Resources/PositionStatements/Statement\\_on\\_Intell.htm](http://www.cla.ca/Content/NavigationMenu/Resources/PositionStatements/Statement_on_Intell.htm)

## **Criteria**

Along with having a working knowledge of collection analysis tools, collections librarians are also encouraged to regularly review the shelved collections in their respective subject fields in order to identify possible candidates for withdrawal or transfer to storage.

In order to provide the best access to materials held in storage, the most complete bibliographic records for duplicate items being withdrawn should be the record that is retained. Collections librarians are responsible for notifying LIRM when items need to be transferred from an existing brief, incomplete record in our catalogue to an existing full and complete record in our catalogue. New records will not be added and existing records will not be modified for items going to storage.

### *Withdrawals:*

The following guidelines for complete withdrawal of materials from the collection are to be applied to tangible collections owned by Western Libraries. These include print monographs and serials, micro-film/fiche/card sets, CD-ROM, Video, etc.

Items that meet any of the following criteria, may be considered for withdrawal:

- Infrequent use (defined as having 1 or fewer circulations during the preceding 10 years). Bibliographical and historical significance is always considered: material is not discarded solely on the basis of circulation statistics.
- Material which has become superfluous to the instructional and research interests of the university.
- Serial volumes that are available electronically through a Trusted Digital Repository. (e.g. ScholarsPortal)
- Outdated textbooks or manuals that are judged to contain erroneous or misleading information (Consideration will be given to the possible value of such material for historical research.)
- Multiple copies of monographs or serials that are no longer required.
- Format duplication. Exceptions may be made when there is judged to be significant justification for maintaining the same content in more than one format (e.g. print material with images that are not adequately rendered in digital format)
- Physical condition. (Badly mutilated or deteriorated material is replaced or if commercially unavailable reformatted to permit continued use.)
- Popular uncritical editions of literary works where other editions of standard works are available

### *Removal to Storage:*

Library materials, which remain a part of the Western Libraries collection, but which are removed from public space, may be transferred to a storage facility. Such items are still accessible through the library catalogue and may be requested by library patrons.

Criteria for the transferral of materials to storage may include, but are not limited to, the following:

- Infrequent use (defined as having 1 or fewer circulations during the preceding 10 years). Bibliographical and historical significance is always considered: material is not removed to storage solely on the basis of circulation statistics.
- Format duplication where there is justification for maintaining the same content in more than one format (e.g. print material with images that are not adequately rendered in digital format)
- Older materials, or older editions of textbooks that are judged to contain erroneous or misleading information but that continue to have value for historical research
- Material in outdated formats (e.g. VHS) which may continue to have research value and may be considered for digitization in the future

### **Downsview Facility**

Western Libraries is collaborating with the libraries at McMaster University, Queen's University, University of Ottawa, and University of Toronto, to develop a coordinated approach that will ensure long-term, sustainable retention of low-use print materials through a shared preservation storage project at the University of Toronto's Downsview facility.