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L I B R A R Y

St Patrick's College

Principles of Deselection

Aims and objectives

Weeding and de-selection of Library material is an ongoing process. It is an important component of the Library's collection management procedures and policy. It allows the Library to offer current and/or relevant material that meet curriculum needs. It also allows the Library to accommodate a growing collection of library and faculty materials.

Each individual item will be considered in relation to its worth to the whole school community as well as in relation to other books that fall within the same subject area.

The primary goal is not to have the largest collection possible, but rather to have the most useful and appropriate resources available for staff and students.

Weeding and de-selection is, in the first instance the responsibility of the Senior Librarian. Discussion, where appropriate, will occur with Deputy Principle of Learning & Teaching, Heads of Faculty, teachers and library staff.

Criteria for weeding or de-selection

The following criteria will be used in the process of evaluating resources identified for weeding.

Redundant to the college's curriculum and teaching needs
- Dated and obsolete content or format
- No longer relevant to the College curriculum and current teaching and learning requirements.

Dated, misleading or inaccurate content
- Older items not regarded as a classic.
- Presents inappropriate concepts or theories that have been disproved or have altered significantly.

Superseded editions
- An older edition may be kept if it contains unique content that does not appear in later copies.
- Retain a single copy of earlier editions if a historical run is to be built and maintained.

Low use
- Examine use patterns and consider items that have not been borrowed for more than 5 years. The Library Management system can be used to ascertain circulation figures.
- The material was acquired to meet a specific need and this requirement no longer exists

Disposal of deselected materials

All deselected books are stamped as 'cancelled' and removed from the catalogue record. This may mean only removing a holding record, or deleting the whole record from the library system.

Suggested methods of disposal include:
- Waste removal
- Gift to another school
- Gift to another suitable agency, such as a charity
- Sale to staff or students, when and where appropriate. All sale items will be offered for a nominal fee set by the Senior Librarian.
- Offered to staff and students without cost

Books

Damaged or deteriorated items

Any item weeded due to physical deterioration will be replaced if they are still available, and the purchase meets the current selection criteria.

- Torn, unattractive or defaced item
- Damaged and beyond repair

Duplication in another format

Occurs when material is offered in a more appropriate format than traditional text-based resources.

- Appropriate licence, access and pricing options must be identified before weeding or de-selection occurs.

Serials

- Magazines and periodicals are no longer indexed in resources available to the Library
- Serials with incomplete holdings
- Back issues of ceased or cancelled titles
- Back issues are available to the library online

Audio-Visual

The aims and objectives for weeding the AV library relate closely to those of the book collection. However, with the advent of on-line steaming out-of-date AV formats are discarded, keeping our collection relevant and up-to-date.

Stack / Library archives

Under certain circumstances resources may be withdrawn from the open shelves and reallocated to the closed Stack area. This material is listed on the library catalogue and may be requested from the circulation desk. Material in this section has been withdrawn and placed in this area under the following circumstances:

- Contains historically valuable or interesting material.
- Is of particular value to the history of the college.
- The item has been determined to be of significant value and can no longer be replaced.
- It is fragile and cannot be handled without due care and consideration given to the resource.