

Policy Name	Deselection and Discard Policy for Print and Electronic Resources
Approved By	Library Advisory Committee
Date Approve/Issue Date	5 January 2016

TABLE OF CONTENTS

1. Overview
2. Profile of Resources Considered for Deselection
3. Principles and Criteria for Deselection
4. Criteria for Retention of Books / Monographs / AV
5. Criteria for Replacement, Repair, Transfer and Discard
6. Deselection Process

1. Overview

1.1 Deselection or "weeding," is a collection management activity that is carried out to ensure the collection remains current, is responsive to change and is relevant to the teaching, learning and research activities within the University. Deselection ensures the quality of the collection is maintained at a high level, whilst outdated, irrelevant or worn out material is removed or replaced. This process may be carried out at designated intervals or on a continuing basis as determined by SMU Libraries. This deselection policy will be applicable to:

- a) Physical collections (Books, Journals, ephemera and Audio-Visual Materials)
- b) Electronic collections (Books, Journals, Indexes, Datasets and other online contents)
- c) Digital collections (locally hosted contents)

2. Profile of Resources Considered for Deselection

2.1 The Libraries' collection should be relevant, current and responsive to the teaching, learning and research activities of the University. Outdated, irrelevant or resources which are no longer useful will be evaluated regularly for possible deselection.

2.2 The following physical resources will be evaluated regularly for possible deselection:

- Titles that are no longer relevant to the teaching, learning or research of the University
- Resources that are out of date, inaccurate, damaged or badly worn out
- Resources with low use over recent years

- Multiple copies of reading list resources once their relevance to the teaching curriculum ends
- Superseded editions of monographs
- Superseded editions of SMU course materials
- Resources in formats that have become technologically redundant including audio-tapes, VHS etc.
- Print titles when the online equivalent available
- Incomplete, patchy or short runs of serial titles
- Duplicate holdings of low use titles

2.3 Resources not eligible for deselection:

- Resources on current reading lists
- Resources deemed valuable or significant
- Resources that are deemed core or seminal works
- Resources which may be dated but which still have a high circulation
- SMU thesis (both print and digital)

2.4 The Libraries will relocate items that are scholarly in nature and last copy items to the Special Collection of the SMU Libraries as appropriate.

2.5 **Electronic & Digital collections:**

2.5.1 Electronic and Digital collections are either subscribed on a yearly basis or purchased for perpetual access. For subscription content, deselection is carried out as part of the evaluation process by applying the same conditions applicable for physical resources. The granularity of the selection/deselection process is also dependent on the type of subscription model proposed by the providers. In general, deselection is applicable only to collections that fall within the following categories:

- Subscribed collections which are reviewed on a regular basis for purpose of renewal or cancellation
- Subscriptions which allow the removal of licensed content, e.g. Safari Online books

For titles with perpetual access, deselection will not be necessary since the content (digital files) is hosted by the providers. The Libraries will continue to facilitate access by providing links via the discovery platform.

Digital collections are hosted locally in the Library Management System. They consist of:

- Locally digitized content
- Paid contents which the provider no longer provides a hosting platform

- Any other content restricted to SMU community access (e.g. Government Review Reports etc.)

Unless resources fall out of SMU’s Collection scope, they will not be deselected.

3. Principles and Criteria for deselection

3.1 To ensure a current and relevant collection, the following weeding schedule is recommended:

Collection	Frequency of Deselection
Course Reserves	Once every 15 months
Lifestyle (Books & AV)	Twice a year
Journals and Magazines	Twice a year
Accounting Collection	Once every 2 years
Business Collection	Once every 2 years
Economics Collection	Once every 2 years
Information Systems Collection	Once every 2 years
Law Collection	Once every 2 years
Social Sciences Collection	Once every 2 years
Electronic collection	Aligned with the renewal period

3.2 The following guidelines apply for deselection. These criteria are used in combination and no single criterion has priority over the others. The criteria serve as guidelines to Librarians carrying out collection evaluation for deselection:

3.2.1 Physical Books / Monographs / AV items

- Outdated resources - books which contain outdated or inaccurate information, unless valuable historically
- Superseded editions: As new editions are ordered and received, as a general guideline and in consultation with the relevant Research Librarian, superseded titles are to be removed from the shelves for a decision to discard or retain, except for the following:

- For Law – 1 copy of superseded collection to be retained
- For Course Reserves – 1 copy of the edition prior to current edition of respective title to be retained
- Duplicate copies - when deemed no longer needed for the respective academic programs unless they have a high circulation rate
- Worn or damaged resources
- Resources no longer within the scope for the collection, (e.g., juvenile literature)
- Resources which have had low use in recent years
- Print resources which are available in electronic format
[In some cases, materials may co-exist in Print and Electronic versions].
- Resources in formats that have become technologically obsolete (e.g. VHS, cassette tapes)

3.2.1 Physical Serials / Journals

For all active titles with the exception of loose-leaf titles, the deselection guidelines generally follows a retention period derived by title based on the following criteria:

- Relevancy of content over time
- Frequency
- Availability of e-version and if there is an embargo

Titles that are identified for permanent retention will be sent for binding when appropriate.

For all other titles, the following guidelines apply:

- Print titles where an online equivalent is held (in consultation with relevant Research Librarian)
- Incomplete or short runs of titles
- Superseded titles where the content is no longer deemed useful for teaching, learning or research
- Titles with low usage
- Incomplete, loose leaf materials when no longer relevant

4. Criteria for Retention of Books / Monographs / AV items

4.1 As indicated in the Library's Collection Policy, the following guidelines apply in the consideration for retention.

- Resources which are on current reading lists
- Resources deemed valuable or significant to the collection or for research
- Scholarly or seminal works
- SMU theses and dissertations
- Last copy of Singapore publications held by the Library (Singapore authors , books on Singapore)
- Works placed in Special Collection
- Key authors in the field (both historical and contemporary)
- Source materials
- Works by SMU faculty member
- Works that enjoy a high usage and have a good circulation regardless of publication date / edition
- Prize winning works (Pulitzer, Nobel, National Book Award, etc.)
- The work is unique

5. Criteria for Replacement, Repair, Transfer and Discard

5.1. The following guidelines apply for decisions on replacement, repair, discard and transfers:

- Worn or damaged items:
 - If the respective work is still relevant to the collection it will be replaced with a new copy
 - If the work is out-of-print, but is still important to retain in the collection, the item will be repaired or obtained through ILL for a copy (subject to educational use per Singapore Copyright law)
 - If item is not for repair or replacement it will be discarded
- As new editions are ordered and received, superseded editions are removed from the shelves for a decision to discard or retain. For Law, 1 copy of the superseded collection is to be retained.

6. The Deselection Process

6.1 Deselection is an ongoing process and falls under the joint purview of IAR and Research Librarians /collection owners.

- Deselection happens when:
 - a) There is a systematic and organized exercise to review current collection by Research Librarians and the IAR Collections team
 - b) Worn or damaged items are identified after circulation or during shelf-reading, and they are evaluated for replacement, repair or discard
 - c) Format of the digital file is obsolete
- Organized / systematic deselection activities are to be undertaken in consultation with the Collections Librarian. The following process applies:
 - Research Librarians and Collections Librarian will collaborate on scope of deselection / weeding activities proposed
 - IAR Collections team generates a list of titles for review for deselection
 - Research Librarian flags items chosen for deselection or replacement
 - IAR generates lists of deselected titles for confirmation
 - IAR follows up with processing of deselected titles by :
 - Removing physical titles from shelf (if not already removed by Research Librarian)
 - Updating catalogue records
 - Placing orders for replacement copies
 - IAR proceeds to dispose of weeded items by the most appropriate means (e.g. recycling, discarding, or donating)
 - For Serials/Journals, IAR carries out the deselection process by generating the title list, together with the Retention Period for each title, and removing the physical items from the shelf directly. The Retention Period list is reviewed with Research Librarians as needed