

Maintenance of UNH Library Collections

The UNH Library is committed to providing long term stewardship and continued access to library collections. However, collections are strengthened by periodic evaluation and deselection. The UNH Library collection should reflect the University's programmatic growth and development. To this end, deselection and storage options are an integral and ongoing part of the collection life cycle.

Responsibility for deselection activities and decisions rests with the Library Faculty but decisions are made in consultation with the academic departments. Other faculty and staff will be called upon to serve as consultants as necessary. All deselection will be accomplished according to the guidelines listed below.

Objectives of Deselection:

- To make the most effective use of shelf space. (Shelving of library materials is inherently expensive. Sufficient stack space is always at a premium. Deselection may be necessary to remove materials that are not needed and provide space for new acquisitions.)
- To utilize acquisitions funds in the most effective manner. (Cancellation of unnecessary subscriptions or standing orders frees acquisitions funds to acquire other titles that are more responsive to current teaching and research needs.)
- To increase the relevance of the existing collections to current curricular needs for each department and program
- To maintain the collections in an acceptable physical condition

Guidelines for Retaining Monographs:

- Key authors in the field, historical and contemporary
- Primary source materials
- Seminal works
- Works by UNH or local author
- Materials of regional interest
- Prize winning works
- Works on a subject not frequently written about, or approaching the subject from an unusual point of view
- Works with substantial bibliographies

Guidelines for Deselecting Monographs:

- Outdated material - books which contain outdated or inaccurate information, unless valuable historically (example – textbooks)
- Superseded editions and duplicate copies (when deemed no longer needed for academic program)
- Worn or damaged items (Items that meet guidelines for retaining but are discarded due to physical condition are replaced with new copies when possible)
- Materials out of scope for the collection
- Works superseded by or accumulated in more comprehensive publications, such as bibliographies and indexes
- Incomplete sets
- Titles covered by stable online access

Guidelines for Retaining Journals:

- Title is part of a collective retention agreement (Example: Boston Library Consortium Agreements)
- Title is in scope for the collection and there is no stable online access available to UNH Community.
- Title contains features that are not reproduced or easily used online (ex. accompanying media or realia).
- Subscription retention criteria are based on: restrictions of publisher agreements, cost per use, and programmatic demands of instruction and research

Guidelines for Deselecting Journals:

- Volumes are covered by purchased online archive that is owned in perpetuity by UNH
- Library owns only partial run that is covered by a subscription database or freely accessible online
- Outdated material
- No or low use

Guidelines for Deselecting Federal Documents:

Since the Library does not own any materials received through the Federal Depository Library Program any weeding of these documents must follow requirements as outlined on the FDLP website. <http://www.fdlp.gov/requirements-guidance/legal-requirements>

(See also: Government Information Collection Policy.)

Collection Maintenance Procedures:

Regular and Ongoing Maintenance of the Collections:

- As Subject Librarians review and build their areas of the collection, they may deselect a title when it falls within the guidelines for deselecting monographs. This could include, but is not limited to, identifying that there is a more appropriate work or that it does not meet the needs of the program
- As new editions are ordered and received, superseded ones are removed from the stacks for a Subject Librarian's decision to discard or retain
- As worn or damaged items are identified after circulation, they are evaluated for replacement if in print, or discard or repair if out of print

The Library Systematic Review Process:

- Subject area collections are reviewed on a regular basis
- Subject Librarian notifies relevant Department Representatives (with cc to corresponding Dept. Chairs and College Deans) that a section of the collection is under review
- Library prepares title spreadsheets
- Subject Librarian flags candidates for deselection or long-term storage
- Subject Librarian generates a list of candidates for deselection with rationales and posts on deselection site
- Subject Librarian sends the deselection site URL and list of the titles to primary Department Representatives (with a cc to Dept. Chairs and College Deans) and requests feedback from Departments. Departments are invited to look at and comment on any list on site
- If review process is part of a specific project with time constraints, comments may be requested within a mutually agreed upon time frame.

If review process is part of the library's regular ongoing process, time frame will be negotiated with the Department Faculty.

Department Representatives' Process:

- Department Representatives disseminate lists and URLs to their departments and coordinate gathering of feedback and response to Library Liaisons.
- Each Department's Faculty has a specified amount of time (depending on project timeline) to comment on the titles recommended for deselection. See comment above.

Reconsideration of Deselected Titles:

- A Department may request reconsideration of the decision to deselect or shift to storage a title or titles, using the criteria and specifying the reasons for the request
- The Subject Librarian will work with the Dept. Rep. to make a final decision for titles in question.

Processing of Deselected Items:

- Library removes records from the catalog
- Library disposes of items by the most appropriate means, including: making them available to the campus community, selling, recycling, or contacting charitable organizations for donations.

The UNH Library is committed to working closely with Academic Departments and Programs through its Liaison Program to collect and provide continued access to materials needed to support their respective missions.

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