



Library Collection Relegation Policy

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1. Introduction

Principles:

- One of the main aims of Libraries, Research and Learning Resources (LRLR) is to facilitate access to resources to support current and future research, learning and teaching needs of the University of Nottingham.

- Information resources will continue to be focused on local collections (both print and electronic) developed, maintained and made accessible through the libraries of the University.
- Interlibrary loan and reciprocal access and borrowing agreements with other institutions will continue to play an important role in extending access to resources, particularly for research and at higher levels of undergraduate and postgraduate study.
- In order to extend access by minimising barriers imposed by location or time, and to take advantage of the additional functionality of digital information, LRLR will continue to exploit the opportunities afforded by technology.

2. Background

In seeking to support academic study LRLR aims to maintain and manage the University's existing collection of research and teaching materials, and acquire new materials which will enhance this collection. These materials encompass a range of formats - print and electronic - and will be made available in the most appropriate way for their user groups, balancing other service priorities such as availability of sufficient individual, group and networked study spaces.

LRLR maintains a set of Library Collection Development Policies created in consultation with Schools. Implementation of a Relegation Policy, based on agreed criteria and as part of ongoing collection and space management, is a necessary adjunct to these. We recognise, however, that some collections, whilst not reflecting current requirements, are significant in themselves (including collections in Manuscripts and Special Collections), and these may be exempt from some of the criteria outlined below.

3. Definitions

- Relegation in this context means the transfer of material from open shelves to closed store (local or central)
- Withdrawal and disposal are used in the context of material being permanently removed from stock.

4. Objective

Relegation must be carried out in a considered manner and must take into account the differences in the bibliography of various subject areas and the differing needs of users ranging from undergraduates to researchers.

5. Actions

There is a regular need to remove less-used materials from the open shelves in the libraries. This action is necessary due to spatial limitations, but is also desirable in order to make it easier to access heavily-used material, to preserve vulnerable material and to ensure that our

collections support current needs. To ensure that our holdings are closely related to the collection development plans agreed by Schools, LRLR will:

- conduct a regular review of current holdings on open shelves, in local storage and in central storage
- liberate space in stores to accommodate less-used but relevant holdings relegated from the open shelves
- filter incoming material, particularly unsolicited donations, to ensure that it too is likely to support current and future activity. With cataloguing, processing, storage and preservation expenses such material cannot be regarded as cost-free
- maintain an ongoing programme of housekeeping to ensure that we can continue to accommodate new materials and that the most active areas of our stock remain up-to-date and in good condition.

6. Policy Areas

The following points set out the various criteria which may be used to apply a relegation policy for some categories of library holdings across all library sites. This policy seeks to give general guidance on criteria for relegation and withdrawal of stock but local conditions and subject variations will apply.

6.1 Books

6.1.1 Books (both reference and loan) within core subject areas (see below) and related interdisciplinary areas will normally be accommodated on the open shelves of libraries to ease access for users. To allow this to happen, non-core material will normally be subject to relegation to storage or in some cases to withdrawal.

The concept of core subject areas is suggested as a pragmatic tool for determining collection management procedures for blocks of materials and should not be seen as an inflexible statement of what we collect versus what we do not collect. Core and non-core areas will certainly change over time and will continue to be driven by user groups. Core areas are already defined by subject areas themselves through:

- collection development policies (mapping closely on to research and teaching and learning and agreed with Schools/Departments)
- acquisitions and lending activities

Management of the relegation process by collections staff, and consultation with academic colleagues when considering relegation/weeding of blocks of holdings, will provide twin safeguards when the blunt tool of core versus non-core is applied.

Any decisions concerning blocks of potential withdrawals will be made in consultation with academic staff and only once safe disposal has been ensured (checking holdings at other Research Libraries UK [RLUK], particularly at the copyright libraries). We will also take into account our collaborative responsibilities (for example as a European Documentation Centre and as participants in Collaboration for Research [CoFor]).

- 6.1.2 We will normally only accept donations to library stock if they fall within the current collection profile and the Donations Policy.
- 6.1.3 In accordance with collection development policies, we will survey active areas of the classified sequence on a regular basis to ensure currency (both of texts and reference works), state of repair and depth and breadth of coverage.
- 6.1.4 Material in a poor state of repair will either be subject to withdrawal and replacement if it falls within core subject areas or subject to disposal if it lies outside core areas. We will normally relegate physically vulnerable but irreplaceable material within core areas to central store.
- 6.1.5 Classic texts will be retained either on the open shelves if they lie within areas currently supporting research, teaching and learning or in store (local or central) if they lie in non-core subject areas.
- 6.1.6 Work to complete retrospective conversion from the card catalogue will focus on areas of current interest and material currently housed in store may be reviewed for reintegration on to the open shelves.
- 6.1.7 We will regularly review reference works for currency. They will either be replaced by a later edition or, if a later edition is not available and the contents are dated, discarded.
- 6.1.8 Only one copy of superseded editions of textbooks will normally be retained after receipt of the new edition.
- 6.1.9 The date at which books are relegated from the open shelves to Manuscripts and Special Collections' store has changed from 1830 to 1850.

6.2 Non-book materials

- 6.2.1 Where available and where funds permit, there is a rolling programme to purchase commercial DVDs to replace inferior off-air recordings.
- 6.2.2 Off-air recordings will be reviewed on a two-yearly basis and little used material will be withdrawn from stock (and recycled).

6.3. Dissertations/theses

- 6.3.1 Undergraduate dissertations are not normally housed within the library collections.
- 6.3.2 Taught course postgraduate dissertations available via the University of Nottingham's eDissertations service will not normally be retained in hard-copy format and will not be available on the library catalogue.
- 6.3.3 Taught course postgraduate dissertations not available electronically will normally be subject to withdrawal after three years.
- 6.3.4 PhD and MPhil (and other research degree) theses available via the eTheses service will be housed in store. They will continue to be searchable on the library online catalogue.

6.4. Journals

- 6.4.1 Where full-text back runs of journals are available electronically in perpetuity (for example Science Direct back files and Annual Reviews) the printed copies may be subject to withdrawal.
- 6.4.2 Where full-text back runs of journals are available electronically but not in perpetuity, the printed copies may be subject to withdrawal or may be relegated to store depending on the outcomes of an investigation into future availability.
- 6.4.3 Discontinued runs of journals will normally be subject to relegation to store or in some cases to withdrawal. Indicators for consideration for withdrawal will include: short or incomplete runs, material in a poor or deteriorating condition, materials outside core areas. In all cases, the inherent value of the material, its relation to core areas and the availability of longer/more complete runs of the material in other RLUK/copyright libraries will be taken into account. In the case of core/possible core materials, consultation with Schools and Faculties will take place.
- 6.4.4 Duplicate copies of journals/series currently kept in store will normally be subject to withdrawal.

6.5. Abstracts, indexes and national bibliographies/printed library catalogues

- 6.5.1 Where the contents of abstracts and indexes or national bibliographies/library catalogues are made available electronically, any printed versions held by the library will be subject to withdrawal or relegation.