

SUBJECT:  AV Media Deselection	POLICY NO. <b>7.003</b>	PAGE NO.    1 of 1
	Approved by Coordinators Council: 10/14/05	
	Approved by Library Governance Group: 12/1/05	

**I. Identification of Materials for Deselection:**

The Library's goal is primarily to collect to the curriculum as well as for other University programs and clientele and this should determine the criteria for deselection decisions.

Since the acquisition of audiovisual is primarily the result of faculty requests associated with classroom teaching, the deselection of these materials should take into consideration their participation and input in the retention of materials important to their disciplines as well as in the elimination of materials of little or no value to them.

**II. Criteria for Deselection or Retention:**

- Titles that do not correspond to the curriculum.
- Titles whose visual or sound quality has irreparably deteriorated.
- Past or projected use of the item.
- Currency or treatment of subject.
- Continuing relevance of material to curricular teaching and or research needs of the institution.
- Availability of appropriate equipment.

**III. Procedures:**

- Liaisons have primary responsibility for titles in their purview. Other areas will be the shared responsibility of non-liaison librarians.
- The academic faculty will be given the opportunity to oversee the items chosen for deselection and approve those items to be withdrawn.
- Items they feel should be retained will be kept if their condition warrants it, except for those rejected for reason 2.b. above.
- Candidates for Special Collections will be discussed with the Coordinator of Archives/Special Collections.
- After this part of the process is completed, the Collection Development Librarian will then send those items chosen for deselection to the Cataloging Department for permanent withdrawal.