

Current Gavilan Library Policy for Deselection:

“To maintain currency and relevance to the college’s overall educational goals and the research needs of our users, and, as well, to meet limited shelf space requirements, the Gavilan Library routinely evaluates and deselects items in the collection. Criteria for deselection include *materials which are factually inaccurate or outdated, and content which is no longer relevant to the academic or personal research needs of the Gavilan community.*” (italics mine)- [http://www.gavilan.edu/library/collection\\_dev\\_pol.php](http://www.gavilan.edu/library/collection_dev_pol.php)

### **De-Selection or Weeding Policies at California Community Colleges**

A survey of five to ten California community colleges found that the following criteria are used for weeding materials at a majority of libraries in our area:

- Items that have not been used within a reasonable period of time, based upon subject and scope of the work (Some library materials, such as classics, may be kept in the collection despite lack of use.)
- Badly worn or mutilated materials
- Superseded editions
- age or obsolescence of information or format
- Duplicate copies of seldom used items
- Obsolete materials
- Items not relevant to the current or anticipated curriculum
- Usage Statistics

Several policies included physical space available and faculty input.

### De-selection Schedule

None of the libraries surveyed has created a specific schedule for weeding; each institution has created their own arrangement to fit the their own situation. Weeding or de-selection takes experience, skill, time, and knowledge of the library’s materials but it is an integral to a healthy collection as acquisition.

### **Goal/ Outcome: To Weed the Mezzanine Level of the Gavilan Library**

Suggested Approach:

- Divide the collection upstairs between assigned librarians
- Depending on the section/topic assigned, create a set of criterias. Based on the criteria, lists will be generated to pull selected items to be reviewed by the librarian in charge.

Example: Item in the Z's hasn't circulated in the last ten years and/or hasn't been checked out more than twice.

- Part of this process involves evaluating existing and future curriculum for classes associated the the topic or section in question. What is currently being taught? Does our collection adequately support this curriculum, or does it reflect what was being taught 10 or 15 years ago? What does the future of Gavilan and the library look like? What materials are the students and faculty actually using?
- Once each selector/de-selector has created their own criteria for each section/topic, lists will be generated so that library support staff can pull materials for the selector on a routine basis, placing the material in a designated spot for the selector to review.
- The hope is that by having support staff pull anywhere from five to ten titles on a weekly / biweekly / monthly basis will keep the weeding project from becoming overwhelming, and allow librarians to complete the review of their areas by a specific time.
- Empower Support Staff to pull items that appear damaged, worn, torn, severely out of date, etc.