

RETENTION/ DISPOSAL/ WAREHOUSING GUIDELINES

MAPS

Revised October 2012

This schedule is to be used when reviewing the map collections of The University of Queensland Library (UQ Library), to decide on the retention, warehousing or disposal of individual items.

There are separate policies for the management of:

- Monographs
- Journals
- Fryer Library materials.

NB. Maps accompanying texts, that are stored in back pockets in those texts, should be considered under the guidelines covering Monographs.

There are **two decisions** to be made:

- Should the item be retained in the UQ Library collection (see: 1, below)
- If retained, should the item be held in open or closed (warehouse) access (see: 2, below).

1. RETAIN or DISCARD?

It is UQ Library policy to retain all maps, with some exceptions, as detailed below. The Library will have access to greater storage space in the warehouse under construction on the Gatton Campus. The retention policy will be reviewed if storage space becomes critical. Consideration also needs to be given to the special conditions required for the safe storage of maps.

The following material will be retained, regardless of other considerations:

- Fryer maps
- Maps of Australia, including all states and territories, unless they are duplicates
- Maps of perceived historical value
- Maps that are unique (format/coverage).

The following categories of material are eligible for discard:

1. Duplicate copies

2. **Maps that no longer fit within the parameters of the Collection Development Policy**
3. **Maps that are beyond repair and are unable to be replaced**

2. RETAIN: BRANCH OPEN ACCESS OR WAREHOUSE?

For items UQ Library has decided to retain, the decision of open shelves versus warehouse must be made. The following parameters are used to identify maps for transfer to storage in the Warehouse:

1. **Usage (actual and potential)**

When deciding which maps to retain on the open shelves, consider **current teaching and research priorities** (refer to the **Subject Assessments**).

However, UQ Library's open-access collection would be unbalanced if it was selected purely on those criteria. Bear in mind that teaching and research priorities change, and transferring material from warehouse back to the open shelves involves considerable processing costs.

It should be noted that many map collections have no or low circulation histories due to their 'not for loan' status, so circulation activity is not a reliable gauge of usefulness.

2. **Availability of suitable storage facilities**

3. **Maps in series and multi-volume sets**

Maps in series and multi-volume sets should not be split up. Either retain on the open shelves or warehouse the whole set.

Approved:

UQ Library Advisory Committee: 9 November 2012

UQ Library Collections Management Group (CMG): October 2012