

RETENTION/ DISPOSAL/WAREHOUSING GUIDELINES

MONOGRAPHS & AUDIOVISUALS

Revised September 2012

This schedule is to be used when reviewing the monograph 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:

- Journals
- Maps
- Fryer Library materials.

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).

These guidelines do not apply to materials purchased by non-UQ Library funds.

1. RETAIN or DISCARD?

It is UQ Library policy to retain the last copy of each monograph title, 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.

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

- Published before 1851
- Published in Australia before 1900
- Published in or about Queensland.

The following categories of material are eligible for discard:

Multiple copies

If there are multiple copies of a title, one or more copies may be discarded. The decision should be based on circulation activity and fluctuations in teaching priorities and course offerings.

Different editions

Earlier editions of textbooks could be discarded. The decision should be based on circulation activity, student demand, and the nature of the subject.

In the case of **multi-volume sets**, an earlier edition should not be discarded unless there is a complete set of the later edition. If the latter is incomplete, all volumes of the earlier edition are to be retained.

Where the library holds both the **US and the UK** edition of a title, only one edition need be retained. There may be exceptions to this in the field of literature.

In the case of **reprints**, particularly softcover versions, works that do not include revisions to the text are eligible for discard. Retention of earlier **hardbound** printings is preferred over that of paperback reprints. The decision should be based on circulation activity and student demand.

Out-dated publications

Some material should not be retained: because it is no longer relevant, is incomplete, can no longer be used, or is misleading (possibly dangerous).

This category includes:

Directories, excluding those published in or about Queensland.

Standards

Health sciences, business, and technical textbooks. Outdated works may be discarded even if the library does not hold a current edition.

Looseleaf (updating) services that are no longer kept up to date.

Audiovisual materials. Videorecordings, slide sets, sound cassettes, computer diskettes, etc. should all be considered for discard. These formats are rapidly becoming obsolete. If the item is still being used, consideration should be given to its replacement in a newer format.

Material for which the Library owns an electronic version

If UQ Library has access to an electronic version of a title, the print version may be considered for discard if it is a **purchased** (not subscription) resource.

A list of perpetual-access e-book collections held by UQ Library is available at
L:\Governance\CommitteesOther\CMG\Ebooks

Consideration must be given to the usability of the online version, as well as the quality and completeness of the replication.

Curriculum Resources Collection

These materials are mainly school textbooks and resources for teachers. Outdated textbooks identified for research needs should be relocated to warehouse. Other textbooks may be discarded once they are no longer of use to current education students.

2. RETAIN: OPEN SHELVES OR WAREHOUSE?

For items UQ Library has decided to retain, the decision of open shelves versus warehouse must be made. This should be based on circulation activity and fluctuations in teaching priorities and course offerings.

However, the following guidelines can assist in the process:

Circulation Activity

Generally, do not warehouse any book that has a Last Checkin Date within the **last 10 years**.

Date of Publication

Generally, works published within **the last 20 years** will be retained on the open shelves. Note however, that superseded editions published during that period may be **discarded**.

Duplication

Do not warehouse items if a **copy is held elsewhere in UQ Library**, even if the other copy is non-circulating (e.g. in the Fryer or Otto Hirschfeld collections).

Language

When deciding which books to retain on the open shelves, give **preference to material in English**.

Teaching and Research Activity

When deciding which books 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.

Primary vs Secondary Material

Primary materials (editions of the works of literary or historical writers, collections of documents, diaries and journals, autobiographies, etc.) are essential resources. This material is best housed in open access.

Particularly, avoid sending **large multi-volume sets of primary sources** to warehouse. It is difficult for the researcher to use multi-volume collections of sources once they are in closed access.

Secondary materials (works of criticism and interpretation), discuss information originally presented elsewhere. Older secondary material designated for retention may be best held in the warehouse.

Works of Literary Authors, Major Philosophers and other significant Theoreticians

When deciding whether or not to warehouse the works of such writers, use standard databases to assess the level of **current scholarly interest** in that writer.

The priority is to retain on the open shelves the **primary material** (i.e. good editions of the works of those writers, especially collected works). **Secondary material** (i.e. works of criticism and interpretation) often dates quickly, and is a better candidate for warehousing.

Audiovisual Materials

Videorecordings, slide sets, sound cassettes, computer diskettes, etc. should not be sent to warehouse.

Reference Works (Encyclopaedias, Dictionaries, Catalogues, Bibliographies etc.)

Because of their nature, these works rarely circulate. However, they may experience considerable use in the Library. **Circulation figures are a poor guide** to the use of such material.

Multi-volume reference works are very difficult to use once they are in closed access. Try to keep such works on the open shelves, if they are considered to be of continuing use.

Multi-Volume Sets

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: 25 September 2012