

Thomas Tredway Library
Circulating Collection Book Withdrawal Procedures
August 23, 2011

Liberal arts college libraries should provide students with a responsive, up-to-date, and inviting book collection that supports the curriculum. In order to do so, periodic assessment of the collection—including withdrawal of out-dated and unused books—is required. It has been common practice for college libraries to downplay this principle, but they are now beginning to recognize the space and student learning issues that have been created. Since Augustana's current library building opened in 1990—and perhaps long before that—few books had been withdrawn from the circulating collection until recently. Due to that fact and the likely construction of the new Center for Student Life, we find ourselves in the need of withdrawing a larger than normal number of books in a relatively short period of time. The procedures in this document are designed to manage this specific situation. After this project has been completed, the procedures will be revised as appropriate for an ongoing process of updating our collection and making it responsive to student research needs.

1. Using the Tredway Library's Collection Management Policy as a guideline, liaison librarians will flag books to be considered for withdrawal with brightly colored paper strips. Flagging books is intended to focus discussions with liaison librarians. A flag does not indicate that a decision to withdraw has already been made.
 - a. Depending on how the liaison librarian is able to work with faculty in her division, s/he will either go through the collection with faculty or will provide faculty with the call number ranges to peruse. If the librarian provides the ranges to faculty, a deadline will be given for them to review the books that are flagged for possible withdrawal.
 - b. Each liaison librarian will provide guidelines for reviewing flagged books to the faculty in her/his departments. Faculty will have the opportunity to mark flagged books for their own collections, to request that book(s) be retained in the collection, and to discuss new acquisitions that would support the curriculum.

After faculty members have reviewed flagged books or after the announced deadline has passed, records will be withdrawn from the online catalog. Books will be handled as described in #2, below.

- c. Faculty who will be away from campus for an extended period of time should monitor email and notify their liaison librarian to arrange a time to review the flagged books.
2. After records are withdrawn, books will be placed in one of two shelving areas.
 - a. Books that have a faculty member's name on the colored strip will be shelved inside Technical Services on the library's first floor. Faculty members will be asked to pick up the items being held for them by a designated deadline. As noted

in the library's collection management policy, books that are last copies in Illinois must be given special attention in order to secure their preservation. Last copies will be retained in our collection or sent to a more appropriate library or archive. If a book previously flagged for faculty is found to be a last copy, we will need to retain it instead.

- b. Books that do not have a faculty member's name on the colored strip will be placed on shelves in a public area of the first floor. In addition to being stamped "withdrawn," each book's call number will be blacked out. These books will be available for the taking. Approximately every 1-2 months, books will be removed and a new set of books will be placed on the shelves. Deadlines for examination of each group of books will be announced in the faculty newsletter and posted on the shelves. Books that are not taken by the posted deadlines will be sent to Better World Books (<http://www.betterworldbooks.com/>), an online book seller that supplies boxes, pays shipping, then sells and donates used books.
3. Due to the magnitude and time frame of this project, deadlines for review and pick-up will need to be clearly communicated and firmly observed.