The Library
www.library.unisa.edu.au

Collection Relegation and Disposal Policy

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1. Purpose and Scope

Collection evaluation, stock take, deselection (weeding) and relegation are undertaken to ensure that the Library Collection is relevant, accessible and attractive and continues to support the teaching, learning and research needs of the University. Within broad, Library-wide guidelines, Academic Library Services team responsible for the discipline advise what happens to the last copy and whether it should be discarded or relegated.

This policy does not cover the disposal of resources from the Special and Archival Collections which are subject to individual collection management policies.

All holdings in the Offsite Warehouse collection must be unique to UniSA and not duplicated in other collections such as HOPE and David Murray (DM).

Resources in exempt collecting areas are retained if not held by the University of Adelaide, Flinders University or the State Library of South Australia.

The Universities Research Repository South Australia (URRSA) is a cooperative venture of the University of South Australia, Flinders University and the University of Adelaide. It contains lesser used Library resources from the three universities transferred to storage to address space constraints.
2. Definitions

Deselection - also known as Weeding - the process of keeping Library collections usable and relevant by continually assessing materials in terms of value to the collection, and relegating or disposing them as appropriate.

Disposal - discard of materials from the UniSA Library collection.

Exempt areas – Art, Australian and South Australian content, Indigenous studies, law & water policy.

Last copy - last copy in UniSA.

Offsite Warehouse - refers to the materials relegated from the Library collection and housed in URRSA

Relegation - transfer of materials to URRSA

URRSA - the Universities Research Repository South Australia. In the context of this document it refers to the actual building in which the two collections (Offsite Warehouse (general) & DM) are housed. The DM collection which while housed in URRSA, is subject to its own collection management policy.)

3. Retention

The following category of items may not be disposed of in part or in full from the Library’s collections, including the Offsite Warehouse collection, without the explicit permission of a member of the Library Strategic Operations Group:

- items under the David Murray (DM) & History of Primary Education Collection Guidelines
- University of South Australia (and predecessor institution) Masters by Research and PhD theses
- last copy of resources subject to current local, regional or national collecting agreements
- resources subject to ownership/licensing agreements e.g. Australian government & statutory bodies (AusInfo) publications, ACM print sets
- last copy of scholarly print monographs in exempt collecting areas if not held at the University of Adelaide or Flinders University or the State Library of South Australia
- general scholarly works from non-exempt areas if not held by 2 State/University libraries in Australia
- scholarly monographs with UniSA or predecessor institution donation bookplates
- print journals in exempt collecting areas where the electronic coverage is selective
- print journals in exempt collecting areas where the holdings in Adelaide or Flinders or State Library of South Australia are less complete
- last copy of print journals in exempt collecting areas if only held selectively in digital format and not held at the University of Adelaide or Flinders University or the State Library of South Australia

In most cases these items will be kept in the Offsite Warehouse collection at URRSA
4. Deselection

The following categories of resources may be considered for deselection:

- superseded editions
- non-scholarly monographs
- multiple copies
- resources in obsolete formats or with out-of-date content e.g. loose-leaf services, abstracts and indexes
- damaged or incomplete resources which cannot be used
- general scholarly works in non-exempt collecting areas held by at least two (2) Australian University or State Libraries
- print journals held electronically or duplicated at another campus
- print journals which have been replaced by reasonable electronic backfiles
- print journals (closed subscription) in non-exempt collecting areas held at Adelaide or Flinders where the holdings match or are more complete
- magnetic media format materials
- resources no longer needed to support the current teaching and learning needs of the University
- low use titles
- donated items not required for inclusion in the collection

5. Relegation to URRSA

Deselected resources to be retained as per the above guidelines are transferred to the Offsite Warehouse. Items in technologically redundant formats are not transferred except for Special collections material or where required for compliance with Copyright.

All formats relegated to the Offsite Warehouse collection will be supported and accessible to clients for future use.

5.1 Return of relegated items to the Library campus collections

Materials may be returned temporarily to Library collections at the request of Academic Library Services teams.

5.2 Access to Offsite Warehouse collection items

All materials, including journals and indexes, relegated to URRSA are able to be requested for loan by borrowers. Most materials are available under general loan conditions.
6. Disposal

Items deselected from the Library’s collections will not normally be made available for distribution overseas or locally without direct evidence of interest from an authorised officer of the potential recipient. The request must contain a statement of material wanted / not wanted, including reading level of English language acceptable.

Disposal of deselected items must comply with the guidelines set by the Library. At the discretion of the Library, some materials may be considered for sale or given away to individuals without charge.

Approval and Version History

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<tr>
<td>Sep-07</td>
<td>Version 1 - developed by Anthony Stevens and Jenny Quilliam</td>
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<tr>
<td>2008</td>
<td>Reviewed by CSG and submitted to LOG</td>
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