



# Weeding and Relegation Policy

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## 1. Purpose and Scope

Collection evaluation, stock take, 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.

## 2. Definitions

*Disposal* means discard of materials from the UniSA Library collection.

*HOPE* - History Of Primary Education Collection.

*URRSA* is the Universities Research Repository South Australia. In the context of this document it refers to the materials relegated from the public access collections located at the campuses. It does not include the HOPE and Deposit Materials collections which while housed in the URRSA store at Flinders University, are subject to individual collection management policies.

*Relegation* means transfer of materials to URRSA.

*Weeding* is the process of keeping UniSA collections usable and relevant by continually assessing materials in terms of value to the collection, and removing them from open access shelves if necessary.

## 3. Weeding & Disposal

### 3.1 Weeding

The following categories of resources may be considered for weeding:

- superseded editions
- multiple copies
- resources with obsolete or out-of-date content e.g. Loose-leaf services
- damaged or incomplete resources which cannot be used

- print journals held electronically or duplicated at another campus

The following category of items may not be withdrawn in part or in full from the Library's collections, including URRSA, without the explicit permission of the Director, Library Services:

- journals from publishers with embargo periods
- journals where the electronic coverage is selective
- resources subject to local, regional or national collecting agreements
- items under the Deposit Material Collection Guidelines
- University of South Australia (and predecessor institution) Masters by Research and PhD theses
- last copy of the title / edition within UniSA Library
- resources subject to ownership/licensing agreements e.g. AusInfo resources, ACM print set

In most cases these items will be kept in URRSA.

### **3.2 Disposal**

Disposal of weeded items must comply with the strict guidelines set by the Library at the discretion of the Director, Library Services, Managers Academic and the Collection Management Coordinator.

## **4. Relegation to URRSA**

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.

Items relegated to URRSA are:

- last copy within UniSA Library
- no longer needed to support the current teaching and learning needs of the University
- low use titles

Items in technologically redundant formats are not transferred to URRSA except for Special collections material or where required for compliance with copyright.

All formats relegated to URRSA will be supported and accessible to clients for future use.

### **4.1 Relegation decisions**

Decisions on which items to relegate from campus collections rest with the Divisional Academic teams according to the following guidelines:

- consideration of age, circulation, and relevance/value to the collection determined from standard collection reports
- print abstracts/indexes are normally weeded and may only be transferred to URRSA in part or in full if no electronic version is available for the years held

- significant/complete journal runs may be considered for transfer to URRSA if the title / holdings is not held in Adelaide or Flinders URRSA collections and if no reliable electronic archive is available to UniSA. Partial journals runs may be offered to other institutions to fill gaps, or complete runs.
- non-print materials should only be transferred subject to preservation and format considerations
- subject specialist encyclopaedias and dictionaries are relegated to URRSA, general encyclopaedias and dictionaries are normally weeded

Items removed from open access which do not qualify for storage at URRSA may be disposed of in line with the Disposal Guidelines

#### **4.2. Priorities and scheduling of URRSA relegations**

The Collection Management Coordinator is responsible for prioritising items for relegation to URRSA on the basis of:

- space constraints based on collection growth
- age and relevance of resources, where a collection gap is being systematically addressed with 'new' acquisitions
- print journals where an electronic alternative exists

The transfer of relegated materials to URRSA will be scheduled regularly at the discretion of the Collection Steering Group and Collection Management Coordinator. The Collection Management Coordinator will determine processing methodology in consultation with relevant staff.

#### **4.3 Return of URRSA items to the Library collection**

Non-journal materials may be returned to Library collections on request from Divisional Academic teams or if the item's circulation rate is higher than the determined minimum rate.

Journal volumes will stay in URRSA unless there is a specific need to return the complete or significant part of the run to the Library collection (e.g. only title in the Library's collection on subject)

#### **4.4 Access to URRSA collection items**

All materials relegated to URRSA are able to be requested for loan by borrowers. Most materials are available under general loan conditions. Normally requests for journal articles will be supplied as scanned documents. Journals and indexes can be requested for borrowing under short loan conditions.

### **5. Approval and Version History**

<b>Date</b>	<b>Action</b>
09/2007	Version 1 developed by Anthony Stevens and Jenny Quilliam

2008	Reviewed by CSG and submitted to LOG
09/2009	Version 2 Anthony Stevens / Jenny Quilliam for CSG review