



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. The Academic Library Services team responsible for the discipline should advise what happens to the last copy and whether it should be discarded or relegated to URRSA. All holdings in URRSA must be unique to UniSA and not duplicated in other collections such as HOPE and David Murray (DM) which are also held in URRSA.

2. Definitions

Disposal – discard for recycling of materials from the UniSA Library collection.

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.

Unique copy – last copy across UniSA, Adelaide and Flinders collections

URRSA - the Universities Research Repository South Australia. In the context of this document it refers to the actual building in which the three collections (Offsite Warehouse (general), HOPE & DM) are housed. History of Primary Education (HOPE) and David Murray (DM) collections which while housed in URRSA, are subject to individual collection management policies.

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 from the Library as appropriate.

3. Weeding & Disposal

3.1 Weeding

The following categories of resources may be **considered for weeding**:

- superseded editions
- non-scholarly monographs
- print monographs held at Adelaide or Flinders
- 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- resources in obsolete formats or with out-of-date content e.g. loose-leaf services, abstracts and indexes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
- print journals held electronically or duplicated at another campus
- print journals which have been replaced by reasonable backfiles
- print journals held at Adelaide or Flinders (except art, Australian and South Australian content, indigenous studies , law & water policy)
- magnetic media format materials
- resources no longer needed to support the current teaching and learning needs of the University
- low use titles

3.2 Retention

The following category of items **may not be disposed of in part or in full** from the Library's collections, including URRSA, without the explicit permission of the University Librarian:

- print journals where the electronic coverage is selective
- last copy of resources subject to current local, regional or national collecting agreements
- last copy of art, Australian and South Australian content, indigenous studies, law & water policy resources
- 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
- unique last copy of scholarly works
- resources subject to ownership/licensing agreements e.g. AusInfo resources, ACM print sets

In most cases these items will be kept in URRSA.

3.3 Disposal

Disposal of weeded items must comply with the guidelines set by the Library. At the discretion of the Library, some weeded materials may be offered for sale.

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:

- unique last copy of scholarly works
- last copy of materials in specified UniSA collection areas that are subject to assessment by the responsible Academic Library Services team
- unique copy print journal title sets
- print journals in selected subject areas

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 Return of URRSA items to the Library campus collections

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

4.2 Access to URRSA 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.

5. Approval and Version History

Date	Action
Sep-07	Version 1 developed by Anthony Stevens and Jenny Quilliam
2008	Reviewed by CSG and submitted to LOG
Sep-09	Version 2 Anthony Stevens / Jenny Quilliam for CSG review
Feb-12	Version 3 - Tracy Britz for CSG & Digital Strategy Project Team review
Apr-12	Reviewed by CSG
Apr-12	Submitted and approved by LOG