

# Relegation Policy

## 1. Purpose and Scope

Collection evaluation, deselection and relegation are undertaken to ensure that the Library's collection continues to support the teaching, learning and research needs of the University.

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.

All holdings in the URRSA collection must be the only copy held by UniSA and not duplicated in other collections.

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

The following criteria is used to determine what print book titles may remain on site:

- Purchased in the last three years, or
- Published in the last three years, or
- Loaned in the last three years

## 2. Further Assessment Required

There are several resources that require further assessment as part of the overall print reduction strategy.

### 1. Print books with the following notes on Alma records:

- Donated by
- Do not withdraw
- Nameplates

### 2. Teaching Resource Collection

This collection serves a specific cohort of students.

### 3. Journal titles

These titles are assessed separately with decisions made on a title by title basis. Print is replaced with electronic wherever possible. All cancelled subscriptions are either relegated or withdrawn.

### 4. Special areas

There are specific areas requiring further consideration before being withdrawn due to the nature of the content. These are:

- Aboriginal and Torres Strait islander publications
- South Australian publications

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

Print publications by UniSA authors and about UniSA and its predecessor institutions are kept as part of the University Publications Collection, unless they are available in electronic format.

### 3. Exceptions

There are a few titles which may not be available to purchase in electronic format. This can be due to:

1. Cost of purchase is prohibitive. Current examples include:
  - Rawlinson's Handbook
  - Elsevier nursing and midwifery etextbooks
  - Aviation manuals
2. Format
  - Teaching resources
  - Anatomy models
  - Selected DVDs (e.g. foreign language titles and those that can't be streamed)
3. Print only available
  - Required readings in the Digital Reading Service
  - Drug manuals
  - Nursing procedures
  - Textbooks
  - Some foreign language material
5. Resources subject to ownership/licensing agreements e.g.
  - ACM print sets (relegate to URRSA)
6. University of South Australia (and predecessor institution) Masters by Research and PhD theses unless they have been digitised.

### 4. Removal

All other material is either withdrawn from the collection or transferred to URRSA

### 5. Relegation to URRSA

Deselected resources to be retained are transferred to URRSA.

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 URRSA collection from 2019 onwards will be supported and accessible to clients for future use.

### 6. Disposal

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.

### 7. Approval

The Approving Authority is the Chief Information Office (Library/IT)