Normandale Community College Library Deselection of Materials Procedures

The Library does not have adequate shelving capacity to retain every item ever purchased. The materials supporting study in many disciplines go out of date and are no longer useful after a period of time. The Library Materials budgets across campus have allowed for increased purchases of new materials, which better meet the needs of our students, faculty, and staff. Since space is a persistent issue at NCC, the Library continually needs to make room for new items. Some works no longer support the classes taught at Normandale (for example: level of material may be too elementary, too scholarly or too specialized).

With all of these issues in mind, the Library faculty must actively weed out old, outdated, and unused materials from the Library Collections. What follows are the principal guidelines used by the Library faculty.

1. Library faculty will identify materials as candidates for de-selection (weeding). Methods used to identify items include, but are not limited to:
   a. Age of item (material out of date)
   b. Use of items (number of times used)
   c. Date of last use (when was it last used)
   d. Content of item (no longer part of NCC mission)
   e. Level of materials (scope beyond levels taught at NCC)
   f. Number and currency of other items in NCC collection on this subject.
   g. Newer editions of title in NCC collections or available for purchase.
   h. Number of copies of items (usage levels no longer warrant multiple copies of a single work)
   i. Format is out-dated and/or campus no longer has hardware to use item (filmstrips, film loops, etc.)
   j. Physical integrity of item (e.g. videos and/or audiotapes not run through a player in many years will deteriorate)
   k. Value as historic material
   l. Value as a classic
   m. Relevance to the Minnesota collections

2. Items identified for candidates for de-selection will be shelved in the Library Workroom (L2714) for a period of review (typically two weeks).

3. During the period of review, faculty from the Library, faculty and staff from the associated disciplines, and other college staff are encouraged to review the candidates for de-selection and make comments for re-consideration.

4. Candidates for Re-consideration (ongoing retention in the Library Collections) will be re-evaluated by Library faculty.

5. Library faculty will strongly consider any request for retention and will evaluate the reasons for re-consideration. However, the final decision to retain or weed an item rests with the Library faculty.
Library faculty invite all faculty and staff to assist them in the de-selection of materials. By drawing on the expertise of all campus faculty and staff, the Library can maintain collections which are current, which support the NCC curricula, and which are useful to our patrons, while taking the space limitations of the campus into consideration.