

Policy: 315

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Subject: DISCARDING OF LIBRARY MATERIALS

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Definition

Discarding may be defined as the official withdrawal of library materials (and the attendant library records) from a library collection because they are unfit for further use or are no longer needed. By contrast, "... the term 'weeding' is used to mean the systematic removal of non-core volumes from a primary collection area of the Library. Removal may result 1) in relocation from one collection to another (e.g. reference stacks to circulating stacks), 2) in relocation to a secondary collection area such as basement storage or local or regional centres off campus, or 3) in the discarding of volumes altogether." (Futas, *Library acquisition policies and procedures*, 2nd ed., 1984, p.15) To minimize confusion with the policy on Remote/Limited Access Storage (Policy 320), the word "weeding" has been avoided as far as possible in this document.

Preamble

The collection responsibility of the Libraries is to support the teaching and research programmes offered by the University. When properly done, discarding of library materials is a positive activity and allows the Libraries' collections to support the University's teaching and research goals better.

Purpose

This policy is intended to provide guidelines in the selection of material to be discarded from the collection.

Policy

Not all criteria will necessarily apply in the same way to each part of the Libraries' collections.

Criteria for discarding include:

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- relevance to the University of Manitoba's teaching and research programmes
 - physical condition of the item
 - circulation history
 - monetary value
 - duplication of the material in other copies or other formats
 - availability of the material elsewhere or in newer editions
 - resource-sharing obligations
 - language of publication
 - coverage of the item in indexes and abstracts, as well as its citation frequency
 - retention of the last best copy
 - cost factors involved in the discarding process (e.g. staff, processing and storage costs)

No materials should be discarded before consultation with the primary liaison librarian for the subject or unit, and with faculty when desirable.

Procedures

Discarding items from the collection

Note: all searching should be done using the Search option in WorkFlows since it is only here that all catalogued titles appear. Titles charged to Lost, Missing, Withdrawn or Discard will not appear in BISON Web, nor will they appear in WorkFlows if the Browse or Exact search options are chosen.

1. Discarding **catalogued items** (e.g. a bibliographic record appears in WorkFlows with either a completed item record or a system generated item record for the title owned by your unit library). All University of Manitoba Libraries staff assigned to discard materials will:
 - a) charge the item to Withdrawn in Workflows.
 - b) Do not count or submit as a Discard statistic.
 - c) Discard the item following the procedures listed in steps 5 or 6 below, as appropriate.
2. Discarding **uncatalogued items** (i.e. no bibliographic record appears in WorkFlows with either a completed item record or a system generated item record for the title owned by your unit library). All University of Manitoba Libraries staff assigned to discard materials will:
 - a) Discard items following the procedures listed in steps 5 or 6 below, as appropriate.
 - b) Count as a Discard statistic on the monthly web statistics form.

3. If uncertain about a title, route the volume(s) to Technical Services with a green Miscellaneous Cataloguing Form).
4. If the discarded item is intended for donation to other institutions; including the University's Office of International Relations:
 - a) Desensitize.
 - b) Do not attempt to remove the call number or barcode, simply cross them off.
6. If the discarded item is intended for recycling, it should be desensitized but it is not necessary to stamp it.

Statistics

Catalogued Items

1. Technical Services follows an automated procedure to discard withdrawn items and produces monthly system-generated statistics for all discarded items.

Non-Catalogued items

1. All units record statistics for manually withdrawn uncatalogued items and submit these statistics monthly on the web statistics form.

Physical disposal of library materials

1. General guidelines

Items withdrawn from the Libraries' collections, and unwanted gift materials may be disposed of by offering them to other institutions, or recycling.

Prepare items for disposal as follows:

- a) Any material withdrawn from the collection and destined for other institutions or recycling must be properly withdrawn from the Libraries' collections first.
- b) Only sturdy boxes which are not too big to handle easily or safely should be used to pack and ship books for other institutions or recycling.

2. Donations to other institutions

Substantial holdings withdrawn from the collection, or gift collections, may be offered to other institutions through announcements in listservs, newsletters, private contacts or through formal or informal agreements.

- a) While donations of unwanted gifts and library discards to other institutions are encouraged, the amount of Libraries' staff time involved must be kept to a minimum. In particular, the Libraries should not undertake to sort, select or solicit materials on behalf of other institutions. The receiving institution is responsible for any appraisal or receipting requirements. External funds must be provided by the institution accepting the donation to pay for shipping to off-campus locations. Consult Policy 265: Postage/Shipping Charges for Free Material.
- b) The following materials are rarely, if ever, of interest to other institutions and should be discarded immediately:
 - Indexes
 - Directories
 - Journals
 - Pamphlets, technical reports older than ten years, single or unbound loose pages, material in binders
 - Books in poor physical condition
- c) To prepare shipments to other institutions:
 - Box the books using discarded boxes or boxes supplied by the receiving institution; boxes should not weigh more than 50 lbs.
 - Address the boxes to the recipient and indicate whether the shipment is to be routed through Dafoe Shipping; information on the address label should be kept to a minimum and should not indicate anything beyond name of the receiving institution and the contact person.
 - To arrange for pickup contact Dafoe Shipping (7332) for shipments being routed through them, or Dispatch (Physical Plant) (9646) for direct shipment.

1. Send to Collections Management for Better World Books

Better World Books is interested in books in good condition. In addition, unit libraries should send discarded material to Collections Management for BWB only if they have ISBNs.

2. Overseas Donations

The Libraries currently has an informal arrangement to refer weeded monographs to the Office of International Relations. See Attachment 2: Label to send material to the UM Office of International Relations

5. Recyclable Library Materials

The following library materials may be sent for recycling:

- a) Books and other print items which have been withdrawn from the Libraries' collections and are not suitable for offer to other institutions.
- b) Gift books and print items (such as maps, pamphlets, technical reports), which are not suitable for offer to other institutions.
- c) Material which has had the plastic laminate covers (permabinding), coil, comb, wire office bindings, metal clips or ring binders, removed.

Recycling Procedures

Hard and soft covered books may be recycled together following the procedures below. In preparing books and other print items for recycling, unit staff are asked to use discretion and not leave discards open to public view. Books for recycling should be prepared, boxed and labelled according to the following procedures. **Note:** Units are responsible for removing non-recyclable bindings from discards (see a) below).

- a) Remove all non-recyclable bindings/covers, etc. (e.g. plastic covers, plastic or metal coils and combs, ring binders and metal fasteners); it **IS necessary** to remove hard covers.
- b) Box and label as "Recycling: Confidential" Do not add any additional information to the label.
- c) Boxes of recycling should not weigh more than 50 pounds.
- d) Mouldy books should not be placed in recycling. Wrap mouldy books in plastic and place in the regular garbage.
- e) Leave the boxes beside garbage cans or recycling bins in the unit and caretakers will dispose of the material; limit boxes to 5 boxes per recycling day; in case of large shipments, (more than 5 boxes), contact Dafoe Shipping (7332) who will arrange for pickup.
- f) Any bindings/covers, etc. that have been removed, including those which are identified as UML material, should be placed in the regular garbage.

ATTACHMENTS

1. Recycling : Confidential Label
2. Label to send material to the UM Office of International Relations.

Attachment 1

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Attachment 1

TO: Elizabeth Dafoe Shipping

RE: Office of International Relations (Wallace)

BOOKS

TO: Elizabeth Dafoe Shipping

Re: Office of International Relations (Wallace)

BOOKS