

LIBRARY  
HUMBER COLLEGE INSTITUTE OF TECHNOLOGY & ADVANCED LEARNING  
RELOCATION AND WITHDRAWAL POLICY

The Relocation and Withdrawal Policy outlines the Library's criteria for relocating or withdrawing items in the Library's collections. This policy is intended to ensure that Humber's collections management practices ensure effective support for the College's current teaching and research activities, and maximize appropriate use of the Library's physical facilities. The collection will be continually re-evaluated in conjunction with the acquisition of new and replacement materials to ensure the timeliness, relevance, and ease of use of all library resources.

*Criteria for Relocation and Withdrawal of Items:*

Items may be relocated from the circulating collection to the storage facility.

1. Relevance to current curricula and research needs of Humber faculty
2. Physical condition of the item (i.e. damaged, worn, dingy, brittle paper, or mutilated)
3. Use pattern and circulation in the past seven years. This may include ephemeral material which is no longer in demand or timely or once popular fiction no longer in demand.
4. Superseded by a newer edition or a superior item on the subject
5. Outdated, and/or incorrect factual content. Areas that deserve especially careful examination are: computers, technology, science, health, law, geography and travel.
6. Appropriate number of copies available. Duplication of low-use items should be avoided.
7. Reliability or, of no discernible literary or scientific merit
8. Adequate coverage for the particular field or general area
9. Availability of similar items both in the collection and elsewhere
10. Older textbooks or supplementary texts
11. Journals that are owned in electronic format will not normally be retained in print.

*Items not withdrawn:*

1. Unique to Humber College
2. Authored by Humber faculty, staff, and students
3. Of historic value
4. The only information of this type in the library collection
5. Local history (Ontario, Toronto, and the Humber River)
6. Canadiana
7. Classic works in a subject area and award winners (except when a more attractive edition is available or when there is more than one copy).
8. A request has been received from a program co-ordinator that the item be retained in the collection, or appropriate program consultation has not been undertaken
9. Special consideration will be given to items deemed useful for the degree programs: Advertising, Business, Computing, Early Childhood Services, Family and Community Social Services, Industrial Design, Interior Design, Justice Studies, Media, Music, Nursing, and Paralegal Studies
10. Item is part of a set for which other parts of the set are of value
11. Titles appearing on standard, current core bibliographies
12. Unique content, format, illustrations
13. Items that are not subject to rapid change such as: fiction, biography, fine arts, literature, poetry, religion and philosophy

### *Policy*

1. Selector Librarians are responsible for relocating and withdrawing items in areas of subject responsibility
2. When in doubt, or when there is a dispute, librarians should err on the side of retention of the item.

### *Procedures*

1. Begin the deselection process using the “list of items that have not circulated in the past seven years.”
2. Examine each item on the list, reviewing other items in that classification number as well.
3. Start with the storage collection. Consult the list of books which have not circulated in the past 7 years. Place withdrawn items on a book truck for Phyllis (or alternatively tear the page with the bar code to give to Phyllis).
4. In the circulating collection - indicate the location of items on the list. If the item is to go into storage, mark with a green S. If the item is to be withdrawn, mark with a red W. Leave a blank space if the item is to remain on the shelves as is. Place red flags in the book if it is to be withdrawn and a green flag in the book if it is to go to storage.
5. Work with a library technician to remove items from the shelves for storage or for withdrawal and place these items on a book truck.
6. A list of all withdrawal items will be distributed to librarians at both campuses so that any valuable, inadvertently deselected items e.g. classics will be identified. Items for storage or to be withdrawn at North library may be requested by Lakeshore.
7. Library technicians will revise catalogue records to reflect items that have been sent to storage or withdrawn.

Approved by: Librarians' Team

Date: March 2007

Contact Name: A. Maureen Hyland