Evaluation of the Collection
Guidelines for Adding and Discarding to the Collection
Part C. of Section V. of

DELTA COLLEGE LIBRARY
COLLECTION DEVELOPMENT STATEMENT

The collection should reflect currency, readability, support of existing curricula, support for general education, needs of special students, material for professional development for faculty and staff to promote informational literacy and lifelong learning.

In accordance with standards approved by the Association of College & Research Libraries (ACRL) and Association for Educational Communications and Technology (AECT) obsolete, worn-out, and inappropriate materials should be removed based on the policies established by Delta College Library. It is recommended (by ACRL and AECT) that three to five percent of the collection be replaced annually. The condition of the collection should be reviewed regularly and needed repairs should be made. Consultation with faculty will be done where appropriate. Final decisions will be the responsibility of the librarians and the library director.

The following criteria will be used by librarians for deselection and/or replacement of materials:

1. **Books:**

   A. **Appearance/Age**

      1. Binding deterioration
      2. Poor print or paper
      3. Volumes with missing pages; dingy looking; antiquated
      4. Volumes that haven't circulated for five years will be reviewed

   B. **Superfluous materials**

      1. Duplicates that aren't circulating
      2. Previous editions and/or older editions not needed
      3. Books that are no longer needed for existing curricula
C. Content

1. Dated information
2. Poorly written
3. Incorrect information

D. Consider for weeding (Discarding)

1. Ordinary textbooks more than 10 years old
2. Technology including medical & health care books more than 5 years old
3. Travel books more than 5 years old (except classics)
4. Economics, business, and science books more than 5 years old
5. Fiction best-sellers of ephemeral value after 10 years
6. Social science, topical material after 15 years
7. Encyclopedias
   a. Keep newest edition in reference
   b. Discard older editions or offer for recycling
8. Almanacs, yearbooks and manuals
   a. Discard almanacs after five years
   b. Keep yearbooks until new edition is purchased, then discard (except one yearbook for each year for historical reference up to 25 years)
   c. Discard manuals after five years or new edition is received
9. Directories
   a. Keep current edition (or two years in some cases) then recycle
10. Inexpensive geographic sources
    a. Discard after five years or when outdated

2. Periodicals and Serials:

A. Those not indexed
B. Those that cease publication and have no source of indexing
C. Incomplete sets
D. Earlier volumes, especially longer runs of 50-60 volumes
E. Specialized periodicals for courses/programs no longer offered
F. Unused or inappropriate periodicals
G. Cost of continuing subscription/standing order

July 1996
Rev. 11/97, 10/98, 2/04, 7/05