

# PROCEDURE

Number: 8.7.1.1  
Related Policy: 8.7.1  
Title: Deselection  
Responsibility: Director of Library Services

Original Approval Date: 09-25-1996  
Last Cabinet Review: 10-14-2020  
Last Revision: 10-14-2020

---

President

## **I. Purpose**

The purpose of this procedure is to establish guidelines for the deselection of the library collection in the library at Horry-Georgetown Technical College.

## **II. The Deselection Procedure**

The Director of Library Services and staff will coordinate the deselection process with the faculty within the curriculum programs coinciding with state and national accreditations.

### **A. Collaboration**

Designated library liaisons will collaborate with Department Chairs and their designees to determine currency and relevance of program related collection status.

### **B. Library Support**

Upon request and prior to accreditation, the library staff will provide the faculty with the curriculum program each curriculum program departments a list of relevant resource of library collections in that program's area.

### **C. Curriculum Department Responsibility**

The curriculum Department Chair and/or designees will review their library holdings. The holdings will be deselected by a consensus between the library staff and the departmental faculty. Program chairs will contact the library prior to program accreditation visits to evaluate the status of resources associated with their program.

### **D. Removal of Deselected Material**

The library staff will withdraw the deselected material based on the curriculum department's list. The library staff will remove the physical markings of College ownership. The deselected material will be officially removed from the Horry-

Georgetown Technical College inventory. Discarded library materials will be disposed of according to college policies and procedures, in accordance with SC State law on surplus property.

#### E. Ongoing Deselection

The library staff, under the direction of the Director of Library Services, will insure that an annual internal deselection process is occurring. The internal weeding will occur by a review of the dates of material. The curriculum Department Chair may review dated material and request its removal or formerly exempt it from further review because of its age. Items deemed of an historical nature will be retained in the collection and marked as still of value.

### **III. The Replenishment Procedure**

The Director of Library Services in consultation with the Department Chairs will replenish the deselected curriculum selections. Replenishment and development of the collection will be determined based upon the criteria stated in Section B. Additions/Purchases of the Library Collection Development Procedure 8.7.4.1.