

PROCEDURE

Number: 8.7.1.1
Related Policy: 8.7.1
Title: Deselection
Responsibility: Assistant Vice President for Library and Learning Support Services

Original Approval Date: 09-25-1996
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Last Revision: 11-29-2017

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 Assistant Vice President for Library and Learning Support Services and staff will coordinate the deselection process with the curriculum programs coinciding with state and national accreditations. A five-year rotating calendar will be developed and each curriculum program department assigned a designated time to complete the deselection process.

A. Orientation

All Department Chairs and their designees will receive an orientation on the deselection process.

B. Library Support

Upon request and prior to accreditation, the Library staff will provide the curriculum program each curriculum program departments a bibliography of all 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.

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 prepared for recycling and 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 Assistant Vice President for Library and Learning Support Services, will insure that an annual internal deselection process is occurring. The annual internal weeding will occur by a review of the dates of material. When a Library selection is dated more than ten (10) years, the Assistant Vice President for Library and Learning Support Services will notify the curriculum Department Chair that there is dated material that needs inspection. The curriculum Department Chair will review the dated material and request its removal or formerly exempt it by memorandum from further review because of its age. Items deemed of an historical nature will be retained in the collection and marked with a sticker stating the material is still of value, or judged to be historical in nature.

III. The Replenishment Procedure

The Assistant Vice President for Library and Learning Support 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.