

# St. Olaf College Library Collection Policy

## General Policy Governing the De-selection of Materials

The future vitality of the St. Olaf College Library Collections depends on careful, sustained attention to the management of existing materials. One important aspect of this management, and a logical and natural part of the life cycle of any collection, is the de-selection of materials that no longer support the mission of the College and the current curriculum. Well-planned de-selection is an integral part of collection-building and maintenance. While de-selection of materials takes place within the context of institutional and individual needs, the Library holds responsibility and authority for de-selection of items.

The intention of this document is to provide a general policy governing the de-selection of library materials considered in the broader context of the Library's Collection Development programs and policies. Procedural documents covering de-selection of different types of materials (e-resources/digital archives/etc, journals, monographs, rare and special materials) will be created by the Head of Collection Development, in collaboration with library and department liaisons.

The primary objectives of de-selection at the St. Olaf College Library are to:

- 1) Increase continually the relevance of the Library's existing collections to the college's mission;
- 2) make the most effective use of space and financial resources;
- 3) maintain the collections in acceptable physical condition.

The St. Olaf College Library will practice two primary methods of de-selection:

- 1) ongoing de-selection based on general criteria;
- 2) targeted de-selection based specific areas or materials.

The St. Olaf College Library is committed to social and environmentally responsible disposal of de-selected items. De-selected materials will be made available for 1) redistribution to other educational institutions, 2) resale, 3) recycling.

The St. Olaf College Library will regularly create documentation of the status of the collection for the historical record.