

## **Guidelines on Disposal of Library Collection**

Approved by the Consultation Committee Meeting of the Office of Library and Information

Services on May 29, 2014.

- I. These guidelines are proposed by the National Sun Yat-sen University Office of Library and information service (hereinafter referred to as “ the Office”) for eliminating library items to maintain the quality of the collection, improve the effectiveness of collection management and space usage.
- II. The principle of collection elimination should consider the attribution of the subject, the circumstances of the material loan, the number of copies, and the physical condition of the books.
- III. The scope of Library collection elimination includes books, reference books, journals, and audio-visual materials. The quantity of disposal items should be based on the Library Act.
- IV. The principles of Library collection elimination:
  1. General books
    - a. Has more than three copies.
    - b. Has more than two copies of the same book sets.
    - c. Missing pages, damaged, and unable to be repaired.
    - d. Lost books for which compensation procedure has been completed.
    - e. Content is outdated and can be eliminated by the decision of the Office.
  2. Reference books
    - a. The compilation of collected volume covers the each single indexes, abstracts, bibliographies, etc.
    - b. Has an updated version or electronic copy that included the original version.
  3. Journals
    - a. Leisure journals and institutional journals of communication.
    - b. Published and donated by the government and can be obtained by online resources.
    - c. Non-academic journals that would not be binding could be eliminated after one year of retention.
    - d. Can be obtained by bought-out e-journals or replaced by full

text databases.

4. Audio-visual materials

- a. Material violates Copyright Law.
- b. Damaged and cannot be repaired.
- c. Material is unable to be played by any equipment in the Library.

V. Disposal procedure:

1. Materials that meet the disposal principles will be removed from the shelves and moved to the designated location for temporary storage. The location of the disposal material would be revised.
2. If patron applies for the collection that has been removed, the library will assist in obtaining the collection and provide it for borrow. If a collection is checked out twice a year, it will be moved back to the shelves.
3. The disposal of general collection does not need to be approved by the faculty of the department and will be eliminated by the Office.
4. The Office shall consult with academic units before the elimination of the collections with specific purpose and follow the process below:
  - a. The Office will provide a weeding list for departments and request their opinion within a certain period of time.
  - b. The departments will assign representatives to screen the relevant collections in the Library within the prescribed period. Those who don't have the representatives within the specified period will be considered as an abstention.
  - c. The departments will compile the lists of books that cannot be eliminated and send to the Office with the signature of the head of the department.

VI. The status of the collections that would be eliminated must be revised. To activate the value of eliminated collections, they may be auctioned or transferred to an inside or outside unit, and the subsequent process will undergo the NSYSU property management regulations.

VII. The theses and publications of faculty and students, classic works of various disciplines, and collections with special value are excluded and shall be preserved.

VIII. The guidelines or any amendment are approved and implemented by the Consultation Committee Meeting of the Office of Library and Information Services.