

**Mabee Library, MidAmerica Nazarene University  
Collection Weeding, 5-Year Plan**

*Process:* The librarians will pull items designated for withdrawal using the following criteria as a guide: currency of information<sup>1</sup>, multiple copies<sup>2</sup>, lack of circulation<sup>3</sup>, damage<sup>4</sup>, and change of collection<sup>5</sup>. A spreadsheet will be created of these materials detailing author, title, number of copies, and notes. In the notes field will be space to designate how many copies of a title are retained, if a title is moved to Rare Books, if a damaged copy is being replaced, and/or the last time the item circulated or was used in house. This list will then be sent to the respective Academic Divisions for their input on items that should be retained. Divisions will be given two-weeks to submit their input to the librarians. After this point, the librarians will go over the list, pull items to be retained, or discard items. Items discarded will be shipped to Better World Books.

<b>2007-2008</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>
P-PZ: Lit/Lang	C-F, J: History	A, Z: General	BF: Psychology	BS-BX: Bible/Theology/Christianity
Q's - Sciences	H-HJ: Business	B-BD, BJ: Philosophy/Ethics	R's: Health/Medicine	L's: Education
Teacher Education Resource Room	HM-HX, K: Soc.	S, T: Ag./Tech.	BL-BR: Religion	M, N: Music/Art
	U/V: Military Studies	G-GV: Geography/Athletics	Videos Music CDs	

\*Adapted from practice presented by Mick Williams, Nyack College.

<sup>1</sup> Volumes for which updated editions have been received, or information in the field has been updated

<sup>2</sup> Usually, one copy of a title is acceptable to fit the needs of a course. If a title is deemed as "heavy use" based on the course expectations and/or circulation records, up to 3 copies may be retained.

<sup>3</sup> Circulation records for each item were checked. If an item does not circulate (including in-house usage) within the last 10 years, it is pulled.

<sup>4</sup> Items that are damaged beyond repair are pulled. In some cases, replacement volumes for such items are purchased.

<sup>5</sup> Items deemed rare and of long-lasting research value may be retained and shelved in the Rare Book Collection. These items will be removed from the open circulation stacks and shelved in a more secure area.