



**DILLARD**  
UNIVERSITY

## Will W. Alexander Library Deselection Policy

Deselection, also known as weeding, is an essential process that ensures the Will W. Alexander Library's collection remains relevant, accessible, and high-quality by removing outdated, redundant, or underutilized materials. This process improves space utilization, enhances collection usability, and supports emerging research needs.

### *Criteria for Deselection*

Materials may be considered for removal if they meet one or more of the following conditions:

- **Obsolescence** – Information is outdated, inaccurate, or superseded by newer editions.
  - Three years for Nursing materials per Dean of College of Nursing
  - Three years for Business materials per Dean of College of Business
- **Low Usage** – Items that have not been checked out or accessed digitally in 5 years without justifiable academic value.
- **Physical Condition** – Materials that are damaged, missing pages, or beyond repair, unless they have historical or research significance.
- **Duplication** – Multiple copies of a title with low demand.
- **Relevance** – No longer aligned with current curriculum or research priorities.
- **Format Issues** – Older media formats (e.g., VHS, microfilm) that are inaccessible due to lack of necessary technology.

### *Deselection Process*

- **Usage Review** – The library council conducts an annual assessment (*each Spring*) of circulation and digital usage data.
- **Librarian & Faculty Input** – The Library Council collaborates to identify materials for deselection.
- **Council Approval** – The council meets annually (*each Spring*) to review deselection proposals and make final decisions.
- **Removal & Reallocation** – Deselected materials are either:
  - Transferred to archives if they have historical or special significance.
  - Donated to academic institutions, local libraries, or nonprofit organizations.
  - Recycled if they are damaged or obsolete.

### *Continuous Evaluation & Policy Review*

To ensure the effectiveness of the deselection and acquisition process, Will W. Alexander Library:

- Conducts an annual review of acquisitions and deselections to maintain a balanced and dynamic collection.
- Utilizes faculty and student surveys to assess the relevance of materials.
- Reviews policies every three years to incorporate best practices and evolving academic needs.