

CRITERIA FOR LOCATING MATERIALS IN STORAGE

A University Libraries collection growth study conducted in 2001 revealed that the circulating collections in the John C. Hodges Main Library and the branches are quickly exceeding available shelf space. Subject Librarians regularly review the collections to consider retention, appropriate location, and physical condition of materials. Librarians give priority for shelf space in the circulating collections to materials that have frequent use, or content primarily accessible by browsing. Material that is infrequently used, but has long-term research value will be considered for location in the storage facility in Hoskins Library. Materials in the Storage Collection circulate and are retrieved daily by Access & Delivery Services for delivery to campus offices or to the Hodges Circulation Desk.

Materials that meet some or all of the following criteria may be appropriate candidates for the Storage Collection:

1. Item is infrequently used.
2. Item has long-term research value and would be difficult or time-consuming to access elsewhere.
3. Item has good-quality indexing, so that it can be located without browsing.
4. Item is a duplicate, but may be difficult or impossible to replace if the other copy requires replacement.
5. An alternate means of access, such as JSTOR, is readily available.
6. The title is part of the Information Alliance Serials Archive and UT is the library of record.

CRITERIA FOR WITHDRAWAL OF MATERIALS

Materials that meet some or all of the following criteria may be appropriate for withdrawal:

1. Content is outdated.
2. Item has been superseded by a later edition that is also in the collection.
3. Item is damaged and can be replaced.
4. Content is redundant.
5. Title is a serial for which the Library has only scattered holdings.
6. Relevance to other areas of the collection is minimal.
7. Item receives little to no use and meets other criteria above.
8. Item receives little to no use and is easily accessible elsewhere or online.