

Somerville Library and Archives Withdrawal Policy

Somerville College library and archives regularly assess the materials within their collections to ensure that they continue to support their strategic aims. Where materials no longer support those aims, materials will be considered for withdrawal from the collection according to specific criteria.

The library

The library will consider items for withdrawal from the library collection according to the following criteria:

- Where books have been superseded by newer editions. The library retains at most the last two editions of a title (with the exception of important older editions that are of special, lasting value for a particular subject).
- Where books are no longer relevant to teaching, either because they contain outdated or incorrect material, or because the subject is no longer taught;
- Where books have not been borrowed in the past 20 years (except for large, heavy books and sets of volumes that are normally consulted in the library rather than borrowed).

For those items which meet one of the above criteria, the library will *not* withdraw:

- Books which were part of a legacy donation for which it was agreed that the volumes would be kept in perpetuity;
- Books which are widely stocked and well-used in other libraries;
- Books authored by or about Somervillians, (whether students, Fellows or people otherwise associated with the college).

Consultation

It is fairly straightforward to identify items which can be withdrawn from the collection without detriment to its core purpose as a collection, which primarily supports undergraduate learning and teaching. Where there is a need to withdraw extensively within a subject, we will consult with the relevant tutors to ensure that we are selecting the most appropriate titles for withdrawal, providing to the tutors as much information as possible to help in their decision-making. Consultation with tutors will also occur in order to identify important older editions that are of special, lasting value for a particular subject, which (as above) are not to be withdrawn.

The archives

Materials are withdrawn rarely from the archives collections once acquired. Instead, at point of donation, decisions are made about which materials should be added to the collection and which should be returned to the donor.

If items are withdrawn from the collection, it will be because they were acquired prior to the current acquisitions policy and do not meet the current acquisition criteria.

Special collections and chattels

Materials are withdrawn rarely from the printed special collections, as they are an integral part of the collection regardless of currency, accuracy of content or usage levels.

On occasion materials are withdrawn from the chattels collections, when they are damaged or have been acquired as an unnamed donation (typically by simply being left behind when someone leaves college), or where they are no longer a valued part of the collection. All withdrawals are carried out in accordance with any terms stipulated as part of the donation of the item.

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