

Harley E. French Library of the Health Sciences Policy Statement

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COLLECTION REVIEW, RETENTION AND DISCARD

PART 1 - BOOKS

A routine, systematic review of the book collection will be conducted every fifth year for the purposes of:

1. Identifying gaps in the collection
2. Assessing usage of various categories to help monitor collection development.
3. Assessing the condition of the materials and repairing, rebinding, or withdrawing worn items.
4. Withdrawing outdated materials.

Collection review is the primary responsibility of the collection management librarian, who will be assisted by the other librarians as appropriate. Faculty and researchers will be asked to assist the Library staff in reviewing and weeding specialized areas where necessary.

Support Level Teaching/Study and Research

Generally covers classification areas (QS - QZ, W - WZ)

Criteria:

1. The following types of works will be retained indefinitely:
 - a. Works of historical importance.
 - b. Substantial works on the history of medicine.
 - c. Biographies.
 - d. Works that are of a substantial research nature.
 - e. All editions of key textbooks.
 - f. Selected books on procedures that would provide a historical survey of methods in the discipline.
 - g. Drug manuals (dispensatories, pharmacopeias, PDR's, AMA Drug Evaluations, Facts & Comparisons, etc.)
 - h. Biographical directories.
 - i. Statistical reference works.
 - j. Books related to health sciences in North Dakota.

2. Duplicate copies of works older than 10 years will be withdrawn.
3. Generally, works older than ten (10) years may be considered for withdrawal if there are an adequate number of newer works on the subject or if replacement works are planned for purchase, with the exception of A - J (above).

Support Level Basic

Support Level Basic generally covers the classification areas A - P, Q - QP, S - V, and Z.

Criteria:

1. Generally, works older than 10 years may be considered for withdrawal if there are an adequate number of newer works on the subject or if replacement works are planned for purchase.
2. If there is more than one edition of a work in the collection, only the latest will be retained.
3. Worn materials that are beyond in-house repair should be discarded rather than rebound. A newer work on the topic should be purchased if needed, unless it is determined to be of historical value.

Updated 1/25/99/JLR