

University Library Services

Collection Review Procedure

University Library Services will conduct periodic reviews of library stock to ensure that collections are continually developed to meet the needs of learning, teaching and research within the University and can be accommodated within the physical envelope of the library.

When undertaking stock review we will:

- Notify the Deputy Director of Student Journey of all planned stock reviews
- Identify potential items for withdrawal
- Make this stock available for academic staff consultation
- Contact appropriate Academic Heads/Team Leaders by email identifying the subject areas and time period of the stock for review and requesting that this information be circulated to their academic teams. This message to be copied to the Liaison team manager, Campus manager and the Collections Manager. Stock will be open to review for a period of 3 weeks from the date of notification and we will provide access to digital lists for desk review.
- This period will be adjusted to take account of staff vacations during August
- At the end of the review period items will be withdrawn unless agreement is reached to retain items

June 2020
Collections Manager
University Library Service