

Retention Policy for Print Books

It is essential that the library book stock remains current and relevant to learning, teaching and research; also that the space it occupies can be justified by the relevance of the material it contains and by the extent to which it is used. The Library print collection will therefore be reviewed on an on-going basis. The following criteria will be considered in making a decision as to whether a book should be retained in the collection.

Criteria for Retention

- The content of the book remains relevant and current to the subject being taught
- The edition of the book is still relevant to current learning, teaching and research
- The information contained in the book is still current and the book is fit for academic purpose
- There is evidence that the book is still being borrowed and/or consulted
- The book is in good physical condition
- The book has significant historical relevance
- The book is part of a multi volume work or series which is being retained
- There is no available e version of the text

In the event that the book does not meet a significant number of these criteria, it will be withdrawn*. Faculty members will be informed of the decision and reasonable time will be allowed for discussions to take place with library staff before the book is finally withdrawn* (for full details of the process of consultation, see the **Stock Review Procedure**)

*Withdrawn: Library policy will be to ensure that such material will be re-used at other outlets or, if this is not feasible, recycled.

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Collections Manager