

Collection Guidelines

Disposal of library materials

Items de-selected from the collection are usually out of date, superseded or damaged and therefore no longer of use to the University - see [Deselection \(weeding\) Guideline](#). Access to a copy of any de-selected item is still normally available to staff and students of the University through the CARM storage facility or via interlibrary loan.

Items that have been de-selected will be disposed of according to the following guidelines:

- Items with commercial value will be offered for sale through second hand book dealers.
- Superseded textbook items that still may be useful to students will be offered to the DUSA secondhand bookshop
- Items with minimal commercial value but that fit the criteria for overseas charity teaching collections (current and course related) will be offered to those charities as long as delivery and pick up has minimal time and cost implications.
- Items with minimal commercial value and no other uses will be disposed of according to the University's usual disposal practices. Disposal of items will be undertaken as efficiently and cost effectively as possible.
- Requests by individuals for items flagged for disposal will be considered on a case by case basis. A written request stating the specific reasons can be submitted for consideration by the Collection Manager (Janine.Epps@deakin.edu.au). If the reason for retention relates to the teaching, learning or research activities of the University, then the material should be retained in the Library or more current materials acquired to replace any superseded items.

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