

## Removal of Materials from the OSU Libraries' Collection

*The Ohio State University Libraries acquires, manages, and maintains its collections to support current and future curricular and research needs. In addition, the Libraries share in the cooperative maintenance and preservation of the nation's research library holdings.*

*The withdrawal of any item from the collections must, therefore, be considered very carefully within the context of both institutional and national programs.*

### **Guidelines for the Withdrawal of Library Holdings**

Bibliographers are mandated to review all titles considered for withdrawal in light of teaching and research needs, its place in the historical record, inter-institutional collection commitments, preservation options, and availability of the items through alternative sources, such as OhioLINK and the Center for Research Libraries.

### **Ongoing Collection Maintenance**

Collection managers may withdraw the last copy of any title, volume or item, without further review, for any of the following reasons:

- it has been declared missing or lost for an extended period of time (12-18 months);
- its physical condition is so poor as to make it unusable and it has been reviewed according to pertinent preservation guidelines;
- its content is available in microform, digital, or another format that can adequately support current and future curricula and research; and preserves and archives the work.

### **Additional Maintenance and Transfer of Library Holdings; Guidelines for Removing Duplicate Items and Determining the Physical Location of Materials**

The Libraries' policy is to retain at least one copy of a book or a journal in the collection. The Libraries' collection managers will consult with appropriate constituent faculty as the first phase of any withdrawal program.

Seldom-used items can be moved from an individual library to the OSU Libraries Book Depository. The Depository is a storage facility designed to house low-demand research materials so more frequently used materials can be kept in on-campus libraries. The Libraries use these guidelines to determine when materials should be removed from the collection or moved to a different location:

- If one circulating copy of the item exists anywhere in the OSU Libraries, including the OSU regional campus libraries, the Law Library or the Health Library, duplicate copies of the book can be removed from the Book Depository.
  - *Exception: Items individually identified by a subject librarian due to high circulation or numbers of requests for it.*
  - *If a book stored in the Depository circulates, it should be transferred to the appropriate library.*
- If one copy of a journal is held on the Columbus campus, (including Law and Health libraries), all other copies of the journal may be removed.

- Items with book plates (in honor or memory of a person, or recognition for other reasons) will not be withdrawn at this time.

### **Disposition of Materials**

Books removed from the Libraries' collection, along with book donations not added to the collection, are given to the Friends of the OSU Libraries for disposition.

The Friends of the Libraries contract with Better World Books (BWB) to provide a means of handling books and donations not needed in the OSU collections because of duplication, damage, obsolescence or the availability of the information in an electronic format. The use of Better World Books is designed to ensure that every effort is made to utilize these materials in another venue and to create a revenue source to support special Libraries' initiatives.

BWB is a U.S. based online book seller. BWB partners with nearly 1,400 public and academic libraries across the U.S. and Canada, collecting books not needed by these organizations in support of non-profit literacy programs. It is a self-sustaining, for-profit social venture whose mission is to capitalize on the value of the book to fund literacy initiatives locally, nationally and around the world. (Social ventures operate under a for-profit business model in which success is measured by the positive impact a company makes in addressing a specific social issue. In the case of BWB, that issue is literacy.)

BWB sells items over 17 online marketplaces. If BWB determines that a book cannot be sold due to its condition, the book is recycled. Better World Books finds the best possible use for each book collected in support of promoting literacy. Books are sold to raise money for non-profit literacy programs, sent to one of its non-profit partners for use in their programs, or recycled if unsuitable for sale or partner use.

When the Friends engaged the services of BWB in 2006, the Board of Directors selected a literacy initiative to support. The Friends chose Books for Africa (BFA). BFA collects, sorts, ships and distributes books to children in Africa. Since 1988, BFA has shipped more than 20 million books.