

# **Union County Law Library Resources Board**

## **Deaccession Policy**

Deaccession (the withdrawal of library materials from the collection) is a crucial part of maintaining any library. It allows the library to provide accurate and current information which is especially important for materials related to law. Materials that are out of date and/or have appropriate replacements should be withdrawn from the library collection to avoid providing incorrect information to patrons. The following steps should accompany the withdrawal of every single material housed in the Union County Law Library.

1. Determine if the material is appropriate for the collection. The following criteria provides general guidelines to consider when withdrawing materials from the collection:
  - Is this information available online?
  - Does it have a more current replacement of the exact same text?
  - Do previous editions supply important research information?
  - Is the format outdated, obsolete, and/or unusable (e.g. -Floppy disk)?
  - Does it have any ephemeral value (rare, unique to Union County, etc.)?
  - Is it an insert, pocket part, or other supplemental material that can be recycled after the new version is released and available to patrons?
2. Remove the item from the catalog
3. Remove call number if possible (if unable to remove, mark over with black X)
4. Stamp over the "Union Co. Law Library" stamp on the cover page with the "WITHDRAWN" stamp and the date of withdrawal.
5. Place item on free table
6. Items placed on the free table must be taken within six (6) months or the item will be disposed of or recycled, if possible.
7. The deaccession of large quantities of books or sets shall be brought to the Law Library Resources Board for approval; does not apply to books or sets update or replaced annually.