

CSUs	URLs (Academic Senate & Library)	Policy statements on weeding
CSU Bakersfield		
Academic Senate	http://www.csub.edu/senate/Constitution%20and%20By-Laws/index.html	No senate policy on library weeding.
Library	http://www.csub.edu/library/_files/CollDevPolicy.pdf	“Librarians will periodically review their respective subject areas in the main collection to identify outdated materials or materials no longer needed to support the curriculum.” (p. 8)
Channel Islands		
Academic Senate	http://senate.csuci.edu/policies/2003-2004/SP03-15.pdf	SP 03-15 I. Librarian Related Activities e. mentor colleagues manage issues and activities to access, licensing, preservation, maintenance, storage, de-selection, gifts and donations, and evolution of formats
Library	not on web	not on web
Chico		
Academic Senate	http://www.csuchico.edu/fs/guidelines/index.shtml	No senate policy on library weeding.
Library	http://www.csuchico.edu/lacq/dept/handbook/weeding.html	“In determining withdrawal and replacement of materials, collection developers and faculty members should consider: 3. Which faculty members should be consulted on materials being discarded or replaced. In addition to routine

		evaluation, the library periodically performs large scale weeding projects for subject areas of the collection, working in conjunction with the collection development librarians and the faculty.”
Dominguez Hills		
Academic Senate	http://www4.csudh.edu/academic-senate/	No senate policy on library weeding.
Library	http://library.csudh.edu/services/acq/	“Titles in the General Collection that are discovered to be duplicates, titles in poor physical condition (that is, titles that have been water damaged or that have not been printed on acid-free paper), or titles now out of date (that is, continuations that have appeared in newer editions) normally are withdrawn” (CDH Gift and Withdrawal Policy)
East Bay		
Academic Senate	http://www20.csueastbay.edu/faculty/senate/documents.html	No senate policy on library weeding.
Library	http://library.csueastbay.edu/using-the-libraries/collections/materials-deselection-policy/	“Disciplinary faculty will be consulted regarding larger-scale projects, or when the library subject specialist deems appropriate.”

Fresno		
Academic Senate	http://www.fresnostate.edu/academics/senate/	No senate policy on library weeding.
Library	None online	None online
Fullerton		
Academic Senate	http://www.fullerton.edu/senate/documents/ups.asp	No senate policy on library weeding.
Library	http://www.library.fullerton.edu/about/guidelines/collection-development-statement.php	“Materials that meet the needs of our students and the curriculum are given priority. The Library will strive to keep resources current and to develop collections that reflect the intellectual freedom and cultural diversity of our society.”
Humboldt		
Academic Senate	http://www.humboldt.edu/senate/	No senate policy on library weeding – BTW: academic library subcommittee suspended 2010
Library	http://library.humboldt.edu/about/policies.html	No mention of weeding in online policy
Long Beach State		
Academic Senate	http://www.csulb.edu/divisions/aa/grad_undergrad/senate/policy/academic/subject/	No senate policy on library weeding.
Library	http://www.csulb.edu/library/donors/giftpolicy.html	“Although comments and recommendations from faculty always are welcome, decisions about what materials belong in the

		Library's collection are to be made solely by the Library. Academic colleges, departments, or programs may not accept materials on the Library's behalf." - no other online document on weeding.
Los Angeles		
Academic Senate	http://web.calstatela.edu/academic/senate/handbook/	No senate policy on library weeding.
Library	http://web.calstatela.edu/library/cdguide.htm	No mention of weeding
Maritime Academy		
Academic Senate	https://www.csum.edu/web/policies/academic_affairs?p_p_id=110_INSTANCE_4Y6f&p_p_lifecycle=0&p_p_state=maximized&p_p_mode=view&p_p_col_id=column-1&p_p_col_pos=2&p_p_col_count=3&_110_INSTANCE_4Y6f_struts_action=%2Fdocument_library_display%2Fview&_110_INSTAN	No senate policy on library weeding.
Library	http://library.csum.edu/collectionpolicy.htm	<u>Weeding:</u> Due to the size of the library and the nature of the curriculum, the collection requires regular weeding. Within as few as 5 years at the present rate of growth the library will reach a point of imposed stasis, which means that for every item brought into the collection, one must be removed. We are working to avoid such a situation. Large universities warehouse their

		<p>little used material when they reach this critical mass. This institution may have to rely on larger institutions for this warehousing. In the meantime, the library will weed yearly. The criteria for such weeding is as follows:</p> <p>Materials in all science and technology subject areas must be weeded on a regular basis. Many sci-tech materials should be no older than 10-15 years, unless considered a classic in the field, or referred to often by faculty and students. In general, a book will be <u>considered</u> for weeding if it meets the following broad criteria:</p> <p>Is over 10 years old Has not circulated in more than five years Is not listed in <i>Books for College Libraries</i>, <i>Core list of Books and Journals in Science and Technology</i>, and other standard lists. Is not a classic or is not in a subject area where comprehensive and historical collections are being developed. List of books scheduled for discard</p>
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		will be routed to appropriate departments for faculty input and then books that are deemed of no value to the collection will be discarded (if in deteriorated condition), donated to another institution or sold in the Library's used book sale collection.
Monterey Bay		
Academic Senate	http://policy.csumb.edu/csumb-policies	No senate policy on library weeding.
Library	http://library.csumb.edu/collection-development	"The library faculty evaluate the usefulness, relevance, and physical condition of the collections on a continuing basis. Materials judged to be irrelevant, outdated, in poor physical condition, or superseded by new editions may be removed from the library. Criteria for weeding vary among the academic disciplines. Decisions to remove materials may reflect shifts in the campus curricula. Materials in poor physical condition, but still worth keeping, will be repaired if possible, or replaced."
Northridge		
Academic Senate	http://www.csun.edu/sites/default/files/senate-policy-index.pdf	No senate policy on library weeding.

Library	http://library.csun.edu/collection-access-management-services	Policy on collection development on their intranet. Phone communication with Collection Development librarian stated: that weeding was in alignment with Campus Sustainability Plan http://www.csun.edu/sustainability/resources/csun-sustainability-plan/
Pomona		
Academic Senate	http://www.csupomona.edu/~policies/academic.html	No senate policy on library weeding.
Library	http://www.csupomona.edu/~library/reference/collection_mgmt.html	Weeding policy in on their intranet.
Sacramento		
Academic Senate	http://www.csus.edu/acse/index.html	No senate policy on library weeding.
Library	http://library.csus.edu/	No online policy on weeding.
San Bernardino		
Academic Senate	http://senate.csusb.edu/	
Library	http://www.lib.csusb.edu/services/collectionDevelopment.html	“Collection development is the constant process of managing all of a library's collections so they provide optimal support for the curriculum of the university. This includes purchases, donations, physical arrangement, evaluation, deselection, and much more.”
San Diego		
Academic Senate	http://newscenter.sdsu.edu/universitysenate/files/03385-2014july30revpf.pdf	No senate policy on library weeding.

Library	http://library.sdsu.edu/sites/default/files/SDSULibraryCollectionDevelopmentPolicy.pdf	The library does not regularly weed the collection due to staffing levels and the time demands; however, serious consideration for withdrawal of holdings is considered when: <ul style="list-style-type: none"> · They are duplicate copies. · The holdings represent less than three years. · The holdings are scattered (less than three consecutive years) and represent less than half of a total back run of a title. Care must be taken however to avoid inadvertent withdrawal of volumes that are unique, that constitute the whole of a short run, or have valuable physical qualities.
San Francisco		
Academic Senate	http://senate.sfsu.edu/policy_by_alphabetical/L	No senate policy on library weeding.
Library	http://www.library.sfsu.edu/about/depts/cam.php	While there is no library policy on this, from an email from Lavonne Jacobsen, head of Collection Development SFSU: "Our faculty, Academic Senate Advisory Committee or the Academic Senate in general have never requested this type of transparency in the 40 years I've been at SF State. We keep the records in our database for a year

		because the annual audit requires a complete list of everything we withdraw that is a physical book."
San Jose State		
Academic Senate	http://www.sjsu.edu/senate/docs/S03-5.pdf	Section 7
Library	No online policy – observes Academic Senate Policy S03.5	No online policy
San Luis Obispo		
Academic Senate	http://www.academicsenate.calpoly.edu/content/index	No senate policy on library weeding.
Library	https://lib.calpoly.edu/support/policies/general-collecting-policy/	College librarians propose materials for withdrawal from the library's general collection in consultation with Collection Development staff. The latest edition of Books for College Libraries, circulation statistics, and other data are used to inform the deselection process. Before final deselection, the identified materials are reviewed by teaching faculty. Final decision regarding deselection rests with Collection Development. Deselected materials are disposed of through a variety of means, including through the Kennedy Library's ongoing book sale, to booksellers, and to other institutions and organizations. During periods of intensive deselection in focused subject areas,

		booksellers who buy in larger quantities are notified and allowed to bid on lots of deaccessioned materials. Books remaining unsold are then offered free of charge to local non-profit organizations willing to pack and remove the materials. Any remaining books are collected in bulk boxes and picked up for recycling. Hardcover books are shipped to a recycler who removes the spines and recycles the pages; soft cover books are intermingled with regular recycling. Update: from Collection Development head: the librarians make all decisions on weeding, there is no consulting faculty.
San Marcos		
Academic Senate	http://www.csusm.edu/senate/index.html	No senate policy on library weeding.
Library	http://biblio.csusm.edu/external/policies/collection-development-policy	“The Library assesses the usefulness, relevance, and physical condition of its collection on a continuing basis. Materials judged to be irrelevant, outdated, unused, in poor physical condition, or superseded by new editions may be removed from the collection. Criteria for de-selection vary among academic disciplines; librarians consult with appropriate disciplinary faculty in retention

		decisions. Materials in bad physical repair, but still worth keeping, will be repaired if possible, or replaced.”
Sonoma State		
Academic Senate	http://www.sonoma.edu/senate/governance/policiesrecSenate.html	No senate policy on library weeding.
Library	http://library.sonoma.edu/research/collections/policies/	<p><i>Priorities for Selection and Deselection</i></p> <p>The following criteria guide selection and deselection decisions. We prioritize: basic materials that support the undergraduate and graduate curricula and the disciplines represented; interdisciplinary liberal arts and science materials that add strength and depth to the collection and/or support campus and system initiatives; materials that reflect the diverse populations of the region; faculty research materials that also support curricular needs; and popular materials (books, music, and films) for recreational use as funds allow.</p> <p>Factors that are also considered in the selection and deselection of materials include: format of the material and its compliance with 508 accessibility requirements; current and/or permanent value; literary or artistic merit; clarity, organization and</p>

		accuracy of information and data; diverse viewpoints; cost; potential or known use by patrons; availability of the material through resource sharing partners; and staffing implications and equipment needs.
Stanislaus		
Academic Senate	https://www.csustan.edu/faculty-handbook/academic-senate	No senate policy on library weeding.
Library	http://library.csustan.edu/sites/default/files/files/pdf/collecdev.policy.pdf	<p>4.2 Deselection</p> <p>Deselection (or weeding) of library materials is an essential practice to maintain an academically viable and useful collection. It is a quality control function in which Librarians and/or discipline faculty identify outdated, inaccurate, and worn out materials for withdrawal from the collection. A judicious and ongoing weeding program in consultation with discipline-based faculty when appropriate, is desirable. Materials may be withdrawn from the collection based upon the following criteria:</p> <p>4.2.1 Items that have been damaged beyond repair due to wear and tear, mutilation, or deterioration. (In exceptional cases, items considered</p>

		<p>uniquely valuable to the collection shall be left in fragile condition and placed in the Case Room);</p> <p>4.2.2 Items that are superseded or have become obsolete. Standards as to durability of particular items will vary discipline by discipline. The Collection Development Librarian shall consult with discipline-based faculty concerning withdrawal decisions when appropriate.</p> <p>4.2.3 Items that have been converted to other formats, e.g., periodicals or newspapers that have been replaced with microform or electronic formats;</p> <p>4.2.4 Duplicate copies of little-used works;</p> <p>4.2.5 Items that according to circulation policies have been officially declared lost;</p> <p>4.2.6 Government publications supplied to the Library through the Federal Depository Library Program will be subject to disposal regulations as specified in the following publications: Instructions to Depository Libraries (Chapter 4) and Federal Depository Library Manual (Chapter 2 and supplement).</p> <p>4.2.7 Some considerations when</p>
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		<p>reviewing collections for deselection:</p> <ul style="list-style-type: none"> · Ascertain, if possible, some measure of user demand. <p>Depending upon the discipline area, judge the level of use of, or dependency upon, retrospective collections.</p> <ul style="list-style-type: none"> · When items are determined to be unique, they probably warrant retention regardless of age or condition. Also, consider “last copy” status in CSU libraries. · Seminal or high-demand texts may warrant retaining multiple copies. · Before de-selecting previous editions, assess the value of earlier editions. Non-current editions may be retained if they have historical value or contain material not included in the later edition. · With periodicals or serials, judge the need for length and completeness of backruns. <p>4.2.8 Guidelines for weeding:</p> <ul style="list-style-type: none"> · The librarian liaisons, together with the Collection Development Librarian, will be responsible for coordinating weeding projects in departmental or discipline areas. The liaisons will act as stewards of library collections in their assigned areas and
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		<p>will assume responsibility, in association with discipline faculty, for ensuring so far as possible, high quality collections. Ideally, weeding (or deselection) will be undertaken periodically. A weeding project may be initiated either by faculty in a department or by a librarian liaison. For example, weeding efforts might be coordinated with a 5-year department program review.</p> <ul style="list-style-type: none">· It is preferable that the librarian liaison involve the department's Library Representative (or another available departmental faculty member) in the weeding exercise. The expert knowledge of a scholar in the field, who has a good knowledge of the literature of a discipline, is the ideal basis upon which to guide the weeding effort. A discussion with the department representative outlining criteria and procedures for weeding is useful, in regards to setting parameters and goals for weeding.· If a departmental representative (or other departmental faculty representative) is unable or unwilling to participate, then the librarian liaison may proceed with
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		<p>the de-selecting exercise.</p> <ul style="list-style-type: none">· However, it is advisable, once the de-selecting has occurred, to arrange for a departmental faculty representative to review the de-selected items before processing and withdrawal. Generally, the library will honor the suggestions of the departmental faculty member; however the library will remain the final arbiter for the disposition of any particular item.· In regards to procedures for weeding, the library endorses the work of the Association for Library Collections and Technical Services (ALCTS), in their publication, <i>Guide to Review of Library Collections: Preservation, Storage, and Withdrawal 2nd ed</i>, (Scarecrow, 2002).
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