

4.3.2 De-accessioning and Disposal Policy

This document follows the collection categories set out by the Collections Development Policy (4.3). It lays out the principles governing the de-accessioning and disposal procedures.

Gladstone's Library is committed to providing a place of research and study in the North-West and Wales. The collections support research into areas of the humanities from the nineteenth century onwards. We are committed to providing researchers with a reasonably comprehensive reference collection in our subject areas, as well as material that complements what they often have access to in other research collections. The Library collections therefore contain titles that are not found elsewhere, or perhaps have not been used as frequently as required in other libraries (e.g. university). We add to the collections far more than we remove. Maintaining best practice in storage and access within the constraints of our building means that de-accessioning and disposal are vital practices in maintaining the collections.

Principles of De-Accessioning

In keeping with all libraries, several conditions and principles are used to guide the choice of titles for de-accessioning:

- *Publication date.* Material published outside the long nineteenth century (17180-1914) is of a lower priority in the Library's collections;
- *Rare and Distinctive.* Titles that are only held at Gladstone's Library, or in a limited number of UK libraries, are less likely to be nominated than those who have a presence in other suitable public and/or academic institutions, particularly those local to GL;
- *Significance.* Titles that have been superseded by newer editions or research;
- *Content.* Material which is mediocre, poor or trivial, or is outdated and obsolete, will be de-accessioned if it does not have a compelling C19 context for its retention;
- *Core.* Titles should be relevant to the Library's collection priorities;
- *Usage.* Figures over the past seven years are taken into account when considering a title for de-accession;
- *Condition.* Excessive damage or wear: loose bindings, missing pages, poor quality print, excessive yellowing.

Only texts that meet several criteria are nominated for disposal. Only in exceptional circumstances will material be disposed of via discard.

Conspectus Level

Conspectus is a useful methodology in the area of collection development. It helps library staff remain impartial and neutral in their selections when adding and removing from the collections. Conspectus helps libraries measure and maintain their collection depth. The International Federation of Library Associations recommends integrating conspectus methodologies into collection policies. Their policy can be found here [<https://www.ifla.org/publications/guidelines-for-a-collection-development-policy-using-the-conspectus-model>]

Gladstone's Library has committed to maintaining conspectus levels 5-3 in various areas of the collections. The Gladstone Foundation Collection is the highest level, 5, while the main collections are kept at levels 3 and 4:

5 Comprehensive Level: A collection in a specifically defined field of knowledge that strives to be exhaustive, as far as is reasonably possible (i.e., a "special collection"), in all

applicable languages includes: – Exhaustive collections of published materials. – Very extensive manuscript collections. – Very extensive collections in all other pertinent formats. – A comprehensive level collection may serve as a national or international resource.

4 Research Level: A collection that contains the major published source materials required for doctoral study and independent research includes: – A very extensive collection of general and specialized monographs and reference works. – A very extensive collection of general and specialized periodicals. – Extensive collections of appropriate foreign language materials. – Extensive collections of the works of well-known authors as well as lesser-known authors. – Defined access to a very extensive collection of owned or remotely accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc. Older material that is retained and systematically preserved to serve the needs of historical research

3 Study or Instructional Support Level: Collections that provide information about a subject in a systematic way, but at a level of less than research intensity, and support the needs of general library users through college and beginning graduate instruction include: – An extensive collection of general monographs and reference works and selected specialized monographs and reference works. – An extensive collection of general periodicals and a representative collection of specialized periodicals. – Limited collections of appropriate foreign language materials , e.g. foreign language learning materials for non-native speakers or foreign language materials about a topic such as German history in German. – Extensive collections of the works of well-known authors and selections from the works of lesser-known authors. Defined access to an extensive collection of owned or remotely-accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc. The collection should be systematically reviewed for currency of information and for assurance that essential and important information is retained, including significant numbers of classic retrospective materials.

Conspectus Levels and Gladstone’s Library Collections:

Conspectus Level 5 , e.g. Gladstone Foundation Collection and Glynne-Gladstone Manuscript Archive	No de-accessioning. No disposal. Documents and texts to be conserved as laid out in Outline Preservation and Conservation Policy (4.7)
Conspectus Level 4 , e.g. core classmarks of theology, history, literary culture	If non-fiction monograph: antiquarian or specialist academic booksellers. If fiction: Betterworld Books or offered to stakeholders via the website. If a text is damaged: disposal.
Conspectus Level 3 , Active Collection, e.g. classmarks A-I, M, R, U, W.	De-accessioning to take place at the level of the title. Titles are nominated as ‘at risk’ (and then nominated for de-accessioning, then disposed of.
Varied conspectus , e.g. Closed Collection, e.g. Special Collection or Archive Collection	No de-accessioning within the agreed term of deposit. If de-accessioning is considered it will be at the level of the entire collection unless weeding has been agreed by the donor. Collection will either be returned to creator or passed in its entirety to a new place of deposit. Places of deposit will only be considered if they are open-access and free to use.

Journals and Periodicals

The library currently subscribes to multiple academic journals in theology, history, and the humanities. Back issues are stored perpetually. Journal subscriptions are reviewed on a yearly basis. De-accessioning and disposal of academic journals occurs within the broader library policy on de-accessioning. For journals, this would involve the de-accessioning and disposals of titles *en bloc*.

Gladstone's Library also subscribes to a range of periodicals, either weekly, fortnightly, or monthly. Owing to space constraints, the library is unable to retain back issues of current subscriptions beyond fixed dates. These dates are detailed for each title below:

6-Month Retention: *Catholic Times, Catholic Universe, Economist, New European (The), New Statesman, Spectator, Tablet*

12-Month Retention: *Church Times, London Review of Books, Prospect, Times Literary Supplement*

This policy on periodicals was introduced in January 2017. Once back issues of titles fall outside of the fixed dates, they are disposed of through recycling.

Disposal Policy

Gladstone's Library is committed to appropriate methods of disposal. These are:

- Exchange with or donation to other libraries, institutions or (in rare cases) individuals;
- Sale to antiquarian or other book dealers;
- Sale to the public of individual titles;
- Donation to charitable booksellers which fund literacy in the developing world through second-hand book sales. Gladstone's Library receives a small percentage payment for each sale;
- Discard. This could involve creative recycling (e.g. used by creative practitioners or a school) or direct pulping/recycling.

Staff are not permitted to purchase or otherwise avail themselves of texts.

Document Control (delete before making documents public)

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Revision Policy

Version:	Version Date:	Summary of Changes:
v. 1	2012	Created
v.2	January 2017	GB additions (journals)
v. 3	October 2017	Weeding added (LY)
v.4	June 2018	Disposal Procedure added (LY)
v. 5	October 2020	Reviewed due to Covid-19. Number changed to 4.3.2 due to 'Acquisition Policy' being retired.