

Guidelines for Withdrawal or Cancellation of Materials & Resources December 5, 2019

Withdrawal of Materials from the Circulating Collection

The following materials may be withdrawn on the basis of any of the following circumstances.

Books and other analyzed titles:

- Any books or other items duplicated in the NC State University Libraries with low current circulation
- Books or other items in unusable or hazardous condition. If the content and circulation of an item make it worthy of retention, it should be repaired, replaced, or reformatted if possible
- Books or other items in obsolete formats or for which the cost of accessing/hosting content outweighs the value of the material

Print journals and government documents:

- If there is a duplicate print run within the Libraries
- If the journal is widely held and the Libraries has permanent online access
- If another library, institution, or organization with which the Libraries has a formal agreement and/or membership, has committed to permanently archive the print journal/government document and sufficient online access is available
- If the journal run is incomplete with many gaps and is of insufficient value to the current scope and user needs of NC State University to justify attempts to complete it