

State Library of New South Wales

Retention and Disposal Policy for Collection Material and Donations

1.0 The policy--collection items

The State Library permanently retains material which has been accessioned as part of the collection, supporting the provisions of the *Library Act, 1939*.

2.0 Exceptions to the policy

In particular cases items may be considered for disposal. Any item/s recommended for disposal will be considered as an individual case/category with reference to the Library's *Collection Development Policy*. The specifically defined categories where withdrawal and/or disposal of collection items may be approved are listed below:

2.1 Missing items

2.2 Faulty or damaged items

2.3 Items which have aged and/or deteriorated beyond salvage, repair or reproduction; in the case of audiovisual or electronic materials, which have aged and become obsolete; or in the case of lending collections, are no longer in suitable condition for lending

2.4 Items in poor and deteriorating condition which have been reformatted to retain significant informational content.

2.5 Items outside of or marginal to the State Library's *Collection Development Policy*, which are more appropriate to another institution's collection, for example in accordance with the *Distributed National Collection* or the *National Plan for Australian Newspapers*: these items may be transferred or repatriated.

2.6 Deposit and exchange material acquired by agreement which may be discarded under the terms of the agreement

2.7 Multi-part works or serial titles where holdings are limited and incomplete and have no particular value to the collection

2.8 Superseded material where the earlier edition has no particular value to the collection and the title is acquired primarily for the currency of its information

2.9 Duplicates not required for access or preservation purposes (unless these must be retained under the terms of a bequest or donation)

2.10 Items accessioned in error

3.0 Definitions

3.1 Accession—An item is accessioned or added to the collection after it has been identified, selected and acquired. In accessioning, holdings and documentation are checked to verify that the item is required, receipt is recorded and item is stamped with the Library's ownership stamp.

3.2 Withdrawal—"Writing off" an item which no longer exists and removing information relating to the item from the public access catalogue and shelf list.

3.3 Disposal—Withdrawing an item and physically removing it from the collection.

4.0 Approval for withdrawal or disposal

Delegated officers must approve the withdrawal or disposal of any collection item or category of items which has been accessioned. Ownership stamps must be cancelled; catalogue/accession records and the shelf list must be amended; the approval for withdrawal or disposal must go on file; any item which has been capitalised must be "written-off", and the number of items withdrawn and/or disposed must be reflected in the annual statistics relating to the size of the collection. Records must provide a clear audit trail.

5.0 Replacement

Material originating in New South Wales, of significance to New South Wales and/or which receives high use, should be replaced where possible if missing, faulty, damaged, aged and/or deteriorated. If replacement is desirable but the item is unique, consideration should be given to preserving the informational content in another format.

6.0 Transfer/repatriation

Items outside of or marginal to the State Library's *Collection Development Policy* and/or which are more appropriate to another institution's collection, may be transferred or repatriated to other institutions which agree to keep the item(s) if disposal is approved by the State Librarian. These transactions must be consistent with New South Wales government policy on cost neutral transfer of material between government departments; the concept of the Distributed National Collection and/or the guidelines of specific projects such as the National Plan for Australian Newspapers.

7.0 The policy--purchases, donations, transfers and bequests

7.1 The offer of items to the Library as purchases, donations, transfers and bequests is welcomed, particularly unique printed material, pictures or manuscripts significant to the history of New South Wales.

7.2 Items offered to the Library as purchases, donations, transfers and bequests will be evaluated for suitability as collection items. If acquisition is subject to conditions by the seller or donor, it must be determined whether the material will be accepted under these conditions.

7.3 Items offered for purchase, or as donations, transfers and bequests may be partially or wholly selected for the collection, or rejected if they unnecessarily duplicate the collection, if conditions under which they are offered are unacceptable to the Library, if they are in poor condition or if they are outside the scope of the Library's *Collection Development Policy*.

7.4 If accepted, material donated under the conditions of the Cultural Gifts Program (previously, Taxation Incentives for The Arts) or the Cultural Bequests Program will be retained.

7.5 Rejected material in the possession of the Library, but not part of the Library's collection may require disposal. If the owner cannot be traced, after an attempt has been made to contact the owner, material may be disposed of as necessary.

8.0 Review of the Retention/disposal policy

The policy will be reviewed as part of the review process for the Library's *Collection Development Policy* or as directed by the State Librarian.

(Approved by the Library Council of New South Wales, 1999)