

**WESTERN NEBRASKA COMMUNITY COLLEGE  
POLICIES AND PROCEDURES**

SECTION: Educational Services           600.0000.86  
SUBSECTION: Library Services           620.0000.90

*Withdrawal of Materials*  
**Policy Number: 620.0500.90**

**POLICY**

Materials which are outdated, misleading in content, irrelevant, or damaged must be removed on a timely basis for the collection as a whole to remain vital. The following criteria are used to determine the usability of each item:

- 1) physical condition;
- 2) history of circulation;
- 3) inclusion in standard bibliographies;
- 4) content;
- 5) currency of information;
- 6) copyright date;
- 7) contribution to the strength of the collection; and
- 8) number of available copies.

Faculty will be asked to evaluate items, in their academic area, which are being considered for withdrawal. Discarded materials will be offered to College employees, students, and the general public. Materials may be offered to other agencies as it is appropriate. Occasionally, large sets of materials such as encyclopedias may be sold and the generated funds used to purchase replacement materials.

**DEFINITIONS**

N/A

**APPLICABILITY**

N/A

**Adoption Date:** 1990

**Revision Date (and Board of Governors' Minutes Item Number):**

**Prior Policy/Procedure Number:**

**Schedule for Review:**

**Divisions/Department Responsible for Review and Update:**

**Sponsoring Division/Department:**

**Rescinded Date:**

**Cross Reference:**

**Procedure(s) for Policy:**

**Related Policies/References:**