COLLECTION ANALYSIS GUIDELINES

1) A category of library resources, such as the R call number range or the nonbook materials, is selected for analysis.

2) This category may be further narrowed based on certain criteria. For example, in the R range, only titles older than 10 years were analyzed. On the other hand, the M classification was analyzed in its entirety. The library catalog is used to generate a list of all items that fit the parameters.

3) Data are collected for each item in the selected group of materials and are used to fill out a collection analysis form. The form includes information such as year of publication, internal and external usage, holdings of other Miami and OhioLINK libraries, and appearance on recommended lists.

4) A member of the library staff evaluates each title and makes an initial recommendation to keep it in the collection, send it to the Southwestern Ohio Regional Depository (SWORD), or withdraw it. These judgments are based on the following criteria:

   a) **Publication Date** - Items published less than 15 years ago are generally retained in the collection. Older items warrant more detailed scrutiny. Exceptions can be made in some subject areas. For example, in the field of medicine, 10 years is the standard. However, in a discipline like literature, publication date is not as relevant.

   b) **Appearance on Recommended Lists** - Items appearing on a recommended list or bibliography, such as Books for College Libraries, are generally retained in the collection.

   c) **Usage** - If there has been any internal or external use (according to the computer statistics) in the last 5 years, the item is usually retained.

   d) **Holdings**

      1. If many OhioLINK libraries own an item, it may indicate that the material is popular or is important to a particular field and should be retained.

      2. If an item is selected for weeding, the guidelines laid out in the separate Weeding Criteria document are followed.

   e) **Later editions** - If a later edition of a title is available, that edition may be ordered as an update. The older edition can then be discarded or sent to SWORD.
f) **Condition** - When the material being evaluated is in poor condition, there are several factors to consider. If the item is determined to be of great value to the collection, it should be replaced or repaired in the best possible way. If the material is only marginally valuable, the overall state of disrepair and the availability of other resources in the subject area will determine how to proceed.

g) **Personal Judgment** - This is an important factor. If an item shows no usage, appears on no lists, is older than 15 years, and is held by more than 10 OhioLINK libraries, it may still be retained in the collection if the staff member believes that it may be useful in the future. Likewise, an item that has been used may still be withdrawn if the staff member believes it would benefit the collection, e.g. a directory of museums from 1970 or a book on career opportunities from 1960.

5) Faculty members from appropriate departments may be asked to examine the materials being analyzed. They use the data on the collection analysis form and the initial recommendation from library staff to evaluate each item and make their own recommendations.

6) Library staff members review the materials to make a final decision on the treatment of each title. A recommendation to retain will almost always take priority over other suggestions. For example, if a librarian recommends withdrawal, but the faculty member requests that an item be retained, the item is kept in the collection. Exceptions might be made on a case-by-case basis if there is a compelling argument to override this standard.

7) This process is also used as an opportunity to further develop the collection by adding new materials. As the project proceeds, library staff should note subject areas within the collection that need attention. Faculty members are asked to make recommendations for new materials as well. Staff can use recommended lists, reviews, other libraries’ holdings, and information about updated editions to select and order materials.

8) When the evaluation process is completed, all materials are turned over to the technical services librarian for further action. It may be appropriate to insert notes into the records of retained items to indicate that they were evaluated and retained on a certain date.

Revision – KLM 12/22/11