WEEDING CRITERIA

The decision to retain or withdraw a title is made by the selector using the following criteria:

a) Publication Date  
b) Usage Statistics  
c) Availability of updated information  
d) Appearance on recommended lists  
e) Condition  
f) Content evaluation  
g) Personal judgement

If the decision was made to withdraw the item, the selector must determine whether to send the material to SWORD or discard it. This decision is primarily made based on the holdings of other Miami and OhioLINK libraries.

a) If there is a circulating copy of the book at another Miami Library, such as King or Middletown, it should be discarded.
b) If there is already a copy of the book at SWORD sent by any of the participating libraries, it should be discarded.
c) If there are no Miami or SWORD copies, check the OhioLINK holdings. When there are 5 or fewer libraries in OhioLINK that own the book, send it to SWORD. When there are 6 or more copies of the book in OhioLINK, check to see if at least one of the libraries has access to a depository. If yes, the book can be discarded. If not, the book should be sent to SWORD.
d) When there are different versions of the book, such as different printings or a reprint, they can be treated as the same, as long as there is no new content, such as a new foreword or corrections.
e) The selector can make exceptions to the above guidelines if he or she feels very strongly or if there is a compelling reason to do so.

The rationale for discarding books that are not part of Miami’s collection, but are available elsewhere in OhioLINK is as follows:

a) SWORD is filling up very rapidly along with the other state depositories. At the same time, funding and staffing for these depositories has been drastically reduced. As a result, it is important that we use the remaining space wisely and avoid unnecessary duplication.
b) Rentschler Library is not a research level library. Proper steps are being taken to ensure that one of the last five OhioLINK copies of any title is not discarded. Beyond that, there is no reason to store materials once they have been withdrawn from the collection. If patrons need access to older materials, they have the OhioLINK system at their disposal.