

Criteria for Discarding

1. Material in such poor physical condition it cannot be repaired or rebound.
2. Material with small print or yellowed pages.
3. Material beyond the comprehension of the prospective user.
4. Material containing outmoded or obsolete subject matter unless pertinent for historical information.
5. Material which is no longer pertinent because of changing curricular demands.
6. Material which is no longer of interest to students or faculty.
7. Mediocre material which adds neither to the information nor the appreciation of the reader.
8. Specific types of material which should be carefully scrutinized:
 - a. Ephemeral material such as pamphlets which are worn or out of date.
 - b. Textbooks which are not for reference purposes.
 - c. Duplicate copies of material which will not be needed for library use.
 - d. Sets of books which are beyond the comprehension of the students.
 - e. Audiovisual material which is out of date, poorly produced, damaged, badly worn, or no longer pertinent for curricular needs.