Appendix D

Criteria for Withdrawal of Materials

• Materials which are obsolete or which contain inaccurate data
• Materials in formats which require equipment that is obsolete
• Superseded editions
• Incomplete sets of which the individual volumes do not meet selection criteria or are no longer available.
• Incomplete and short runs of a periodical may be withdrawn, particularly when the title is not currently received.
• When a journal subscription is canceled, or the journal ceases publication, the entire holdings are evaluated for withdrawal.
• Multiple copies of titles which do not circulate or which do not support the curriculum
• Worn, badly marked, or severely damaged materials
• Lack of use
• Appropriateness of the subject matter to the current collection or changes in the college curriculum
• Expense of continuing subscriptions/continuations
• Replacement by comparable product or material