PRESERVATION POLICY

Preservation is the term used to describe measures taken to maintain the physical condition, currency, and completeness of the Library's collection. Preservation encompasses conservation, repair, restoration, replacement, de-selection, and retention of materials in all formats. Decisions regarding the preservation of materials are not the sole responsibility of any one person or department, but rather a joint effort among individual staff members and various departments.

1. **Repair/Restoration:**

   Repair and restoration is generally the responsibility of the Cataloging Department. Binding procedures for materials not repairable in-house, but deemed worthy of retention are the responsibility of the Serials Department.

2. **De-selection/Replacement:**

   De-selection involves the removal from the active collection of materials to be discarded, stored, or transferred to a special collection. Replacement involves the acquisition of materials previously held and withdrawn by the Library. Primary responsibility for de-selection/replacement decisions lays with the Public Services librarians. Teaching faculty will be consulted when appropriate.

   A. Criteria for de-selection/replacement:

      i. **Missing Materials:**

         Catalog records for materials missing in inventory after three consecutive semesters will be withdrawn. Materials will be replaced if they meet the selection criteria, are available, and the budget permits.

      ii. **Physical Condition:**

         Materials deselected for reasons of poor condition will be replaced if they meet the selection criteria, are available, and the budget permits. If a replacement copy is unavailable for an item still needed for the collection, every effort should be made to preserve it.

      iii. **Obsolescence of Information:**

         Materials that contain obsolete or erroneous information and do not retain some historical, seminal, or research value should be deselected. This factor is particularly applicable in rapidly changing fields such as technology and the sciences.
iv. Multiple Copies:

Excess multiple copies of seldom-used titles should be deselected.

v. Later Editions:

Replacement by later editions depends on subject matter, circulation, length of time between editions, extent of revision, and cost.

vi. Government Documents:

Documents, except those that are superseded, must be retained for five years. Discarding will be done in accordance with Federal Depository Library Program mandates as enumerated in the Federal Depository Library Handbook and with the approval of the Regional Library at Auburn University, Montgomery. Documents are replaced following standard selection criteria.

vii. Superseded Works:

Works superseded or cumulated in more comprehensive publications should be deselected.

3. Disaster Recovery:

Additional information on preservation policies and procedures are addressed in the Disaster Preparedness Plan.