

Collection Maintenance

The Northwestern Library staff has the main responsibility of collection maintenance and evaluation. As with selection, faculty are encouraged to review materials in their subject area and make recommendations for deletion and/or replacement of materials.

The withdrawal of materials will be an ongoing project in order to maintain the integrity of the collection. Materials will be withdrawn using the following criteria:

- A. Frequency of circulation
- B. Obsolescence
- C. Physical condition
- D. Duplicate copies
- E. Superseded editions
- F. Availability in on-line indexes (pertains primarily to periodicals, newspapers, and reference materials)

Materials will not be withdrawn because of partisan or doctrinal disapproval of their contents. A balance of differing viewpoints will be maintained, when possible, through the purchase of new materials that represent the same view as the withdrawn materials.

Replacement of Irrevocably Damaged, Lost, or Stolen Materials

The Library will not automatically replace a title due to loss or damage. Replacement will be considered on a title-by-title basis. Selection criteria include:

- A. The availability of the replacement copy
- B. Cost
- C. Continued relevance to the curriculum
- D. Timeliness of the material
- E. The availability of the same information in an alternate source

Preservation of Periodicals and Newspapers

Back files of periodicals and newspapers are kept based on retention schedules developed by library staff. Newspapers are held for a matter of months and periodicals are usually retained for two years. Special consideration is given to certain subject areas (e.g. art, local history, etc.) that hold their relevance over longer periods of time.