



## Library Disposal Policy

### Background and General Principles

1. In accordance with the College Statutes, the Library manages its collections “for the benefit of the College Community and the Wider Community.”<sup>1</sup>
2. The Statutes identify many Library collections and specific collection items as College Treasures.<sup>2</sup> The Library holds these in perpetuity; perpetual stewardship is also the approach to nearly all other collections and items. Specifically, manuscripts, archives, maps, early printed books, special collections, and legal deposit materials, once accessioned, are not subject to disposal scheduling.
3. Prior to accessioning, acquired items may be de-selected and disposed, following certain considerations identified in this Policy.
4. Items from collections outside of the categories listed under (2) above are de-accessioned only if certain conditions apply, which are specified in this Policy. The only regular disposal of such items concerns duplicate copies, acquired through purchase.
5. In rare cases, a unique item may be considered for disposal because it is too badly damaged or deteriorated to be repaired, consulted, or photographed.
6. Decisions to dispose of items are not made with the aim of generating funds.
7. Any withdrawal from stock and disposal of items must follow strict procedures, laid out in this Policy. These procedures are written for analogue materials, particularly printed publications. However, where there is no separate policy for the Library’s digital holdings, the procedures below apply, as far as practicable. Born-digital, digitised and print versions of a publication are not considered second copies of each other under this Policy.
8. In the event of College authorising the Library to form shared collections with partner institutions, the Library may need to re-define what constitutes duplicate copies for collection items outside of the categories listed under (2) above.

### Governance

9. Decisions to de-select from accessioning acquired items rests with the archivist or librarian charged with assessing the acquisition, in line with content and collection development.

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<sup>1</sup> See Community, Schedule 4 (Treasures and Heritage), The 2010 Consolidated Statutes of Trinity College Dublin and of the University of Dublin, including updates to 16 December 2020:

<https://www.tcd.ie/registrar/statutes/>.

<sup>2</sup> Ibid.



10. Disposal of unique items (following irreparable damage or deterioration) must be authorised by the Librarian and College Archivist, and, in the case of high-value items, ratified by the Library & Information Policy Committee.
11. Prime responsibility for de-accessioning duplicate items rests with the Keeper (Collection Management).
  - a) The Keeper (Collection Management) appoints a Disposal Officer, with responsibility for the day-to-day implementation of the disposal procedures.
  - b) Any deviations from, or changes to these procedures must be authorised by the Librarian and College Archivist.

### **Procedures: Unique Items**

12. In the case of gifted material, the wishes of the donors or their executors will be sought and enacted, where practicable.
13. Items de-selected from accessioning may be offered to another institution that is considered more appropriate to curate or house them. In the case of a transfer, the Library will supply all associated documentation, but will retain on file a copy of key sections for future reference.

### **Procedures: Duplicate Copies**

14. At least one copy of an edition is retained. As far as practicable, this copy must not be inferior in quality or condition to the disposed copies.
15. Copies designated for withdrawal have their details removed from the public catalogue and are carefully disposed of through a secure system.
16. The environmental impact of disposal is minimised, e.g. by making the copies available for further use, or by recycling. Where available, environmental statistics will be gathered on an annual basis.
  - a) Further use is achieved via donation or sale. If working with a third-party company, there must not be any cost to Trinity, and the company must recycle any books not sold or donated.
  - b) Recycling is otherwise achieved via the appropriate College facilities.
17. Disposal is carried out in ways that eliminate the risk of loss to the Library's permanent collections, and that minimise the risk of damage to the Library's reputation.
  - a) All disposal processes must be sufficiently secure to prevent loss or theft of the withdrawn material. They must be clearly separated from other workflows to prevent unintended withdrawals.
  - b) Copies made available for further use must be clearly labelled as withdrawn, and unmistakably no longer in the ownership of the Library of Trinity College Dublin.



- c) Copies destined for recycling must be placed into locked collection bins.
- d) The Disposal Officer keeps track of all withdrawal stamps: their locations and authorised users. The Disposal Officer ensures a detailed disposal procedures document is kept up-to-date, and that all staff involved in the process have received appropriate instructions. The Disposal Officer keeps a record of the withdrawn materials: the number of items per disposal method per year, and where practicable an identifier (e.g. ISBN) for each withdrawn copy.

### **Examples: Duplicate Copies**

18. Materials routinely withdrawn include:

- a) Multiple copies of superseded editions
- b) Multiple copies of texts purchased for taught courses but no longer in use
- c) Duplicates in poor condition or little used
- d) Duplicate back runs of periodical titles purchased for two or more reading rooms

### **Exclusions and References**

19. This Policy intersects with, but does not replicate or cover, other policies and guidelines relating to the following:

- a) Donations
- b) College Archives
- c) Records Management
- d) Digital Preservation
- e) Collection Development
- f) Preservation & Conservation
- g) Exhibitions and Displays

### **Policy Date and History**

This document is the result of the revision and merger of the previous Library Disposal Policy (2017) for duplicate material, and the previous Disposal Policy, Old Library (MSPI Document No. 1.6, 2015) for unique material.

Approved by LIPC, May 2021

### **Date of Next Review by the Library Leadership Team**

September 2024