HORRY-GEORGETOWN TECHNICAL COLLEGE
PROCEDURE

Number: 8.7.1.1
Related Policy: 8.7.1
Title: Deselection
Responsibility: Director of Library Services

Original Approval Date: 09-25-1996
Last Cabinet Review: 07-12-2023
Last Revision: 07-12-2023

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                            President

The Director of Library Services and staff will coordinate the deselection process with the appropriate faculty, Department Chair, or Academic Dean.

A. Library Support

Upon request, the library staff will provide appropriate faculty witha list of relevant library resources to each related to a given program.

B. Curriculum Department Responsibility

Department Chairs and/or designees will review the library holdings as needed. The holdings will be deselected by a consensus between the library staff and the departmental faculty. Department Chairs will contact the Director of Library Services or designated library staff prior to program implementation, accreditation visits, or periodic reviews to evaluate the status of resources associated with their program to ensure currency and relevance of the collections.

C. Removal of Deselected Material

The library staff, under the direction of the Director of Library Services, will ensure a periodic internal delselection process is occurring, including the withdraw of deselected material based on faculty and Department Chair feedback. Other factors will include the age, condition of the materials, feedback of the department, state and national accreditations.

The library staff will remove the physical markings of College ownership. The deselected material will be officially removed from the HGTC inventory. Discarded library materials will be disposed of according to college policies and procedures, in accordance with SC State law on surplus property.

The Replenishment Procedure

The Director of Library Services, in consultation with the Department Chairs, will replenish the deselected selections. Replenishment and development of the collection will be determined based upon the criteria stated in Additions/Purchases of the Library Collection Development Procedure 8.7.4.1.