Library Policy and procedures
for disposal of superseded and duplicate purchased undergraduate monographs
from the reading rooms

Note: this policy document only relates to purchased, undergraduate material

1. Removing records from the catalogue and disposal of material from the Library’s collections is a particularly sensitive issue for a Legal Deposit Library, and it important that procedures are followed carefully.

2. Person with prime responsibility for de-accessioning and the safe disposal is the Keeper (Collection Management).

3. The general policy for any purchased material being withdrawn from the Library is that one copy at least is retained and the remaining copies have their details removed from the catalogue and are carefully disposed of through a secure system, and then only after the ownership marks are removed.

4. Any variations to this policy can only be authorised by the Librarian and after consultation with the Leadership Team. A schedule of material treated differently may be agreed from time to time by the Librarian and the Leadership Team.

Procedures

The rest of this document gives the technical details for processing items to be disposed of.

I. Items removed from open access collections as part of routine housekeeping are processed by Readers’ Services, under the general supervision of Collection Management. Within Readers’ Services, all processing of material weeded from individual reading rooms is coordinated by the Readers’ Services staff member responsible for disposals\(^1\) (hereafter called the Disposals Officer) who either reassigns the item to a closed access location or prepares it for disposal. Staff from individual Reading Rooms may under the auspices of the designated ‘Disposals Officer’, undertake the processing of material withdrawn from the open access collections as long as the procedures outlined in this document are adhered to. See Appendix A for

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\(^1\) Currently (March 2017) Mary Beirne. Mary will retire in September 2017
list of staff authorized to coordinate the withdrawals process in individual reading rooms.

II. Provided that at least one copy is retained in the Library catalogue, which should, if possible be the copy received under Legal Deposit, the holdings records are removed from the catalogue record.

Where a superseded item is still on loan, a hold or reservation is placed on the item in the name of a Library staff member so that it is trapped on return and sent to the designated staff member.

a. Prior to removal of the record from the catalogue any holds must be resolved and cleared; all loans must be cleared and the item must be returned to its home location in the case of stack items. The item should not be deleted while it is part of a transit record (i.e. ASR Request item).

III. For material identified for disposal, the following procedures must be followed

a) Catalogue records amended as appropriate.
b) The title page, flyleaf or any other page removed where the TCD Library ownership stamp appears.
c) Other signs of ownership removed or clearly cancelled.
d) The spine label removed or crossed out.
e) A ‘superseded’ stamp used on the first remaining page of the book, dated and signed by the Readers’ Services staff member responsible.
f) The books bagged in clear plastic bags, available from the cleaners.
g) The Disposals Officer arranges with the Grounds & Gardens Supervisor, for the bags to be collected and keeps a log of all requests from Readers’ Services for disposal.
h) The material sent for secure destruction by the College Recycling Service.

Schedule of material routinely disposed of:

1. Superseded editions of multiple copies of undergraduate texts. The Library retains a single copy in stacks.
2. Multiple copies of other undergraduate texts or material purchased for taught courses where the material is no longer in use. The Library retains a single copy in stacks.
3. Undergraduate texts in poor condition or little used. A copy must be retained or available elsewhere in the Library
4. Duplicate back runs of periodical titles purchased for two or more reading rooms. We retain only one back set and dispose of the other.
Procedure for gifting material to another library or institution: one-off arrangements

- Every gift must be approved of by the Leadership Team on an individual basis
- Only libraries and institutions outside Ireland and the EU will be considered
- There must be a strong ‘relationship’ between Trinity and the institution
- The gift must be sponsored by a member of the Leadership Team
- An approved superseded stamp will be used over any date or other stamps indicating TCD ownership and countersigned by a member of professional staff.
- A special, individual donation label will be affixed to the inside cover of each item.
- All costs associated with the gift must be fully agreed with the Leadership Team.
- A receipt is received for the donation

Gifting purchased material identified for disposal

<table>
<thead>
<tr>
<th>Period of gifting</th>
<th>March - June 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsoring SMT Member</td>
<td>Susie Bioletti</td>
</tr>
<tr>
<td>Institution proposed for gift</td>
<td>XXX University Library</td>
</tr>
<tr>
<td>Relationship with Institution</td>
<td>Follow on from XXXX Project</td>
</tr>
<tr>
<td>Description of material proposed for gifting</td>
<td>One copy each of a broad range of undergraduate academic books</td>
</tr>
<tr>
<td>Number of items</td>
<td>c. 200 books</td>
</tr>
<tr>
<td>Arrangements for transport</td>
<td>Posting in 30Kg parcels</td>
</tr>
<tr>
<td>Cost of preparing gift</td>
<td>X Parcels @ €XXX = c. €X,XXX</td>
</tr>
<tr>
<td>Any other comments</td>
<td>Great need</td>
</tr>
</tbody>
</table>

Design for Cancellation Stamp

2 Rubber Stamp used over the acquisition date stamp.

![Superseded item withdrawn from stock. Not to be lent or resold – if found please return to Library of Trinity College Dublin, Dublin 2, Ireland.](image)

**XXX Project**
This book has been donated to **XXX University Library**

March 2017

2 The stamp currently in use has not been updated with the new University branding
Appendix A

Practices in place March 2017

The following staff members are authorized under the coordination of Mary Beirne, Disposals Officer, to organize withdrawals from reading room open access collections. Any changes to this list of authorized personnel should be notified to Disposals Officer, the Sub-Librarian (Reading Room Services & Space) and the Keeper of Collection Management.

<table>
<thead>
<tr>
<th>Reading Room Collection</th>
<th>Designated Staff members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berkeley, Lecky, Ussher and John Stearne libraries</td>
<td>Mary Beirne, Derek Birney</td>
</tr>
<tr>
<td>Hamilton Library</td>
<td>Mary Caffrey</td>
</tr>
</tbody>
</table>

Cancellation stamps are held under the control of the people listed below. For security reasons Mary Beirne will annually conduct an audit to ensure that all cancellation stamps are accounted for.

<table>
<thead>
<tr>
<th>Library Collection</th>
<th>Designated Staff Member</th>
<th>Number of Stamps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berkeley/Lecky/Ussher libraries</td>
<td>Derek Birney</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Mary Beirne</td>
<td></td>
</tr>
<tr>
<td>Hamilton Library</td>
<td>Mary Caffrey</td>
<td>2</td>
</tr>
<tr>
<td>John Stearne</td>
<td>Maria Kelly</td>
<td>1</td>
</tr>
</tbody>
</table>

Margaret Flood
Keeper (Collection Management)
April 2017