

COLLECTION DEVELOPMENT POLICY 2/2005

I. Mission Statement - The mission statement proposed by the 2004 Library Revitalization Committee is:

The NASA HQ Library supports the shared NASA mission of pioneering the future by:

- *Enabling HQ staff to increase productivity by offering expert research services of professional librarians, desktop and remote access to electronic information, and a consolidated collection of Headquarters-focused information resources.*
- *Providing immediate, high-quality information and full service research for senior management and high level agency-wide missions and projects.*
- *Specializing in the collection, preservation, and dissemination of space policy and management information.*
- *Fostering learning, information awareness and knowledge management in the area of space and aeronautics, specifically as it relates to policy and management.*
- *Creating information products that anticipate Headquarters' staff needs.*
- *Enhancing the public's appreciation of the space program through access to the Library's collection of resources.*

II. Types of programs supported by the collection, in order of priority.

- A. Policy Development & Agency Administration – As the Library for the Headquarters of NASA, the collection's principle focus is on supporting policy development efforts and administrative decision making.
- B. Agency, Program, & Project Management – Because Headquarters is management focused instead of research focused, and due to a cooperative effort with program/project management training initiatives, the library strives to be a clearinghouse for management materials.
- C. History & Institutional Knowledge – The Library works closely with the History Office and its researchers. The library has existed since the birth of NASA. Its collection reflects the history of Headquarters and includes materials from and/or relating to cancelled programs, former employees, and closed libraries. Most importantly, the library captures management and policy materials generated by Headquarters but not collected by the NASA Scientific and Technical Information Program. The Library makes these materials more visible and accessible than the Federal Records program.
- D. Employee Education & Research – The Library supports Headquarters employees who are learning new job skills, mastering new computer programs, attending training programs, pursuing degrees, staying up-to-date in their field, learning a new field, writing papers, conducting research, or absorbing the institutional knowledge of the agency. Most research performed at the Headquarters Library pertains to management, policy, or history but occasionally it will cover science & engineering.

- E. Public Outreach – The Library supports NASA Headquarters programs that convey information to or cooperate with the public, news organizations, educational programs, other government agencies and foreign organizations.

III. Clientele served by the collection.

- A. NASA Headquarters Employees – This includes (in order of priority) civil servants, contractors (on-site & off-site), grantees, detailees, interns, and retirees. It also includes senior executives, managers, scientists & engineers, and administrative support staff. These are the principle customers. They are the only ones who may borrow materials directly and are the primary users considered when selecting materials.
- B. General Public – Includes school children, space enthusiasts, congressmen, researchers, and journalists, local and foreign. These customers must visit the library to use materials or borrow them through interlibrary loan. The general public are only considered when selecting reference materials needed to answer their questions.
- C. Library Staff – The Library staff requires the collection to answer reference and research questions from all patrons.
- D. Other NASA Centers and Government Agencies - These customers primarily use the collection through interlibrary loan or when they are detailed to or visiting Headquarters.

IV. Scope of the collection.

A. Subject areas collected.

1. Comprehensive Level – A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms) for a necessarily defined field. This Level of collecting intensity is that which maintains a "special collection"; the aim, if not the achievement, is exhaustiveness.

Subjects: Space Policy, NASA Policy, NASA Management

2. Research Level – A collection which includes major published source materials required for dissertations and independent research, most important reference works, a selection of specialized monographs, extensive collection of journals and access to others through interlibrary loan, and computer searchable databases.

Subjects: NASA History, Management, Public Administration, Aerospace Law & Legislation

3. Study Level – A collection which is adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes wide range of basic monographs, a selection of representative journals and reference tools and fundamental bibliographic apparatus pertaining to the subject.

Subjects: Science Policy, Aeronautics Policy, Aeronautics History, Space History, International Space Programs

4. Basic Level – A highly selective collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It includes major

dictionaries and encyclopedias, selected editions of important works, historical surveys and a few major periodicals in the field.

Subjects: Aeronautical Engineering, Astronautical Engineering, Earth Science/Remote Sensing, Astrobiology, Telecommunications, Aerospace Medicine, Aerospace Safety, Cosmology, Geophysics, Astronomy, Astrophysics

5. Minimal Level – A subject area in which few selections are made beyond the very basic works.

Subjects: General Science & Engineering, Mathematics, Computer Science, Career Assistance, General Reference, Small Business Development, Military Space, General Aviation, Writing, Communication, Languages, Science Education, Space Art

6. Out of Scope – The library does not collect in this area.

Subjects: Fiction that has no relation to NASA, Self-Help Books that are not work-related, Military Aviation & History, Music

B. Geographic areas collected.

1. Space and all celestial bodies
2. The United States
3. Foreign countries, when dealing with space policy, space history, or NASA history.
4. Individual states or locales of the USA when dealing with space policy, space history, or NASA history.

C. Date of publication collected - For purchasing, recently published materials are favored over older materials. For collecting (i.e. acceptance of gifts) and retention, the collection level or the specific subject will generally determine the age of materials accepted or retained.

1. Comprehensive - All dates
2. Research (NASA History & Aerospace Law & Legislation) – All dates
3. Research (Management, Public Administration) – 15 years
4. Study – All dates
5. Basic – 25 years
6. Minimal Level (General Science & Engineering, Mathematics, Military Space, General Aviation) – 15 years
7. Minimal Level (Computer Science, Career Assistance, General Reference, Small Business Development, Writing, Communication, Languages, Science Education) – 5 years

D. Languages collected.

1. With the exception of dictionaries, books will be purchased only in English.
2. Gifts will be accepted in other languages if they are on Comprehensive Level subjects or International Space Programs.
3. Audio programs for learning languages of countries with space programs or with which NASA cooperates will be purchased.

E. Forms of materials collected.

1. Books, reports, journals, and databases are the principle forms collected for all subjects. VHS tapes, DVDs, Books-on-tape, Books-on-cd, and CD-ROMs are collected when funds are available. Electronic books are collected when free but purchased only when economical, considering cost of print, required equipment, long-term access, and standardized formats.
2. Microfiche 48X, 48X 16mm microfilm cassettes, Electronic Documents (in PDF) – Comprehensive, Research, or study collection level subjects.

F. Number of copies.

1. Two copies are purchased or actively acquired of NASA SPs, EPs, NPs, Headquarters publications, and NASA space policy documents. Two copies are also purchased of extremely popular computer manuals, space history, space policy, and management publications.
2. Two copies are accepted as gifts or retained in the collection of rare or out-of-print space history and space policy publications and *popular* items from any collection level subject.
3. Two copies are printed and bound of every electronic document captured.
4. Multiple copies of current computer manuals are accepted as gifts.
5. Only one copy of any other item is purchased, accepted as a gift, or retained.

G. Restricted Access

1. Databases are limited to Library staff that have complex search languages, or that are too expensive to offer to all of Headquarters, or that have restricted information.
2. Documents that contain proprietary information or are limited to NASA, government employees, or government contractors, are generally not sought for acquisition. When they are acquired, they are kept in a locked cabinet in the staff area.
3. Secret & classified materials are not acquired for the collection. When received they are given directly to the requestor or to security.

V. Cooperative agreements affecting the collecting policy.

- A. Law Library – The NASA Headquarters Law library is separately funded and collects materials under a variety of subjects including space law. However, the Law Library materials are for the use of the General Counsel's Office and generally do not circulate. Therefore, the Headquarters Library still needs to collect materials on space law but does collect traditional law library titles. The Headquarters Library also continues to catalog materials in the Law Library.
- B. Legislative Library – The Headquarters Library accepted a large volume of materials from the informal collection of the Office of Legislative Affairs. Many of these congressional hearings & reports were cataloged and added to the general collection. The Headquarters Library continues to add select hearings & reports in the Comprehensive and Research collection level subjects.
- C. History Office – The Headquarters Library cataloged all the materials in the History Office book collection and continues to catalog new materials as they are added. The

History Office collection does not circulate and is for the use of researchers in the History Office. While duplication between the collections is not infrequent, most of their materials are so specialized that they are better kept in the History Office collection. The Headquarters Library does not purchase materials for the History Office collection.

- D. Academy of Program Project Leadership – This program initially funded the Library’s Program/Project Management special collection. The Library continues to collect for this special collection in recognition of the topics importance to Headquarters and continues to cooperate with and accept gifts from APPL.
- E. NASA Center Libraries – The Headquarters Library is recognized as a specialist in space policy and NASA management by the other NASA Center Libraries. The Headquarters Library also depends on the other libraries for multiple copies of popular publications and as sources for in-depth materials on science and engineering.

VI. Points to Consider in Selecting Materials

- A. Circulating Books - The following criteria should be considered in the selection of monographs:
 - 1. Requests by patrons.
 - 2. Circulation patterns.
 - 3. The long-term mission of NASA.
 - 4. The current focus of NASA Headquarters.
 - 5. Book or author featured in a recent NASA event.
 - 6. Book reviews (other than on Amazon) and citations of the material in specialized bibliographies or indexes.
 - 7. Author's reputation and credibility in the subject field.
 - 8. Reputation of the publisher. Is the book self-published?
 - 9. Materials necessary for verification, selection or other bibliographic support functions.
 - 10. Title authored by NASA researcher.
 - 11. Book completes series holdings.
 - 12. Whether the book is a new edition with revised information or merely a reprint.
 - 13. Whether to get a hardcover edition if the book may be used heavily or will be kept for the long term or a paperback edition if it is a second copy or is useful only for the short term.
- B. Reference Books - The Reference Collection is meant as a non-circulating collection of materials designed to meet basic research verification, location, and information needs of the NASA Headquarters community. Works chosen for the collection should supply as many reliable facts as possible with a minimum of duplication and overlap. As a general rule, only the latest edition of a reference work will be shelved in Reference. Older editions will be transferred to the general circulating collection, Main Reference or discarded. Books will be selected in all subjects listed under IV. Scope of the Collection. The following types of reference materials will be included in the collection:
 - 1. Encyclopedias, both general and specialized
 - 2. Handbooks and dictionaries
 - 3. Directories of people, businesses, and organizations

4. Atlases (local, national, international, astronomical, and other planets)
 5. Statistical compendia
 6. Telephone directories of Washington, D.C. metro area, NASA Centers, and U.S. governmental agencies
- C. Journals – Journals includes periodicals, magazines, and newspapers. The following criteria should be considered in the selection of journals:
1. The newspaper collection should consist of the major Washington, D.C. metro area papers and selected major national papers which the Library can maintain within its budget.
 2. Journals are long-term collection development decisions. Any journal subscribed to should be one the library sees a continued use for over many years and to which the library intends to continue subscribing for several years. For any journal the library subscribes to, it should have a consecutive run of issues without gaps. No journal should be cancelled with the intention of renewing one or two years later.
 3. Individual issues of a journal the library does not subscribe to should not be accepted unless they are so topical as to be cataloged as monographs.
 4. All journals are subject to reevaluation on a yearly basis.
 5. Whether the journal is indexed or abstracted by databases in the Library.
 6. The accuracy and relative objectivity of the content, and peer review policy of the publisher.
 7. The frequency with which journal is cited in the literature
 8. The holdings of the title at other NASA Center Libraries and metropolitan libraries in the area.
 9. Multiple copies of journals will not be purchased.
 10. Current subscriptions to other titles in that subject field.
 11. Increase in cost.
 12. Online Journals
 - a. should only be purchase for all of Headquarters, not for individuals.
 - b. should only be purchased if the site license ensures access to the purchased years AFTER the subscription ends.
 - c. should only be purchased in conjunction with print editions unless 1) there is no print edition or 2) the online edition is a facsimile of the print and access to the purchased years AFTER the subscription ends is guaranteed.
- D. Databases – Databases include online and CD-ROM databases. The following factors should be considered in acquiring databases.
1. Does the database index the library's periodicals?
 2. Does the database give full-text access to materials the library does not have in print?
 3. Is the indexing of articles comprehensive (all articles in all issues in a date range for a particular title) or only selective (only articles deemed worthy or an a particular topic)?
 4. Is the full-text comprehensive or selective?
 5. Is the subject coverage of such interest that it should be open to all HQ employees?
 6. Is the subject coverage such that it should be limited to reference librarians?

7. Does the database duplicate other resources?
 8. Is access by password or site license?
 9. Is cost figured by number of passwords, number of employees, number of researchers, number of searchers, time online, or articles retrieved?
 10. Does the CD-ROM cover content not in online databases?
 11. Does the CD-ROM license allow it to be loaded on a server?
 12. What are the search capabilities?
- E. Microfiche - The Library acquired in microform materials not available in any other format, and materials preferred in this format because of lower cost or reduced bulk. When multiple formats were available, the Library selected 48X microfiche. While microfiche was once the next great technology, it is no longer purchased. However, it is retained because it is a good format for preservation and the material would have to be repurchased in another format that would become obsolescent faster. The collection of NASA reports on microfiche is retained because reports are often missing from the Center for Aerospace Information collection, library patrons and staff can access them for free, and for the library science principle – Lots of Copies Keeps Stuff Safe. Factors to consider in accepting gifts of microfiche are:
1. Does it replace fiche missing from the Headquarters collection?
 2. Is it a complete, discreet collection on Comprehensive, Research, or Study level subjects?
- F. Books-on-tape or cd – A small number of audio books are collected. The following factors should be considered:
1. All of the factors listed under Circulating Books.
 2. What format do patrons prefer, tape or CD?
 3. Is the title or topic of sufficient general interest to warrant purchasing in this format?
- G. Video tapes and DVDs – A small number of videos are collected. The following factors should be considered:
1. What format do patrons prefer, tape or DVD?
 2. Is the title or topic of sufficient general interest to warrant purchasing in this format?
- H. Electronic documents – Electronic copies are collected only of uncopyrighted space policy documents. Most of these are NASA or other government agency documents not captured by the Center for Aerospace Information (CASI). However, extremely important NASA documents should be captured regardless of whether or not CASI has them. These would include the CAIB report, strategic plans, and budgets. The current preferred format is Adobe Acrobat. All captured documents should be locked to prevent editing.
- I. CD-ROMs – As with microfiche, CD-ROMs were once collected as way to save money from print resources. Many of these CD-ROMs are no longer useful and some cannot be read. CD-ROM versions of print titles should only be purchased when:
1. The software is expected to still be supported in 5 years.
 2. The license agreement allows the CD to be loaded on a server for multiple users.
 3. The CD-ROM offers a significant improvement over the print edition in the usability of the information or in content.

4. The CD-ROM format itself is expected to still be supported and readable in 5 years.

VIII. Procedures affecting the collecting policy.

VII. Gifts

The Library will accept donations of books and other printed materials, microforms and videotapes in accordance with the following criteria:

1. Publications received in the Library as gifts will be reviewed by the same standards as applies to new materials being selected.
2. Gift materials must be of such a nature that they can be integrated into the collection and not require special facilities, control, or staffing.
3. Gift materials requiring continuing obligations on the part of the Library should not be accepted without serious consideration of the Library's ability to keep the material up-to-date.
4. Normally, the Library will not accept copies of materials already in the collection.
5. The Library has the right to retain or dispose of any gift materials at the discretion of the librarians.
6. The acceptance of gift periodicals (back issues of journals, whether long runs or scattered issues) is to decline the gift unless the issue or issues fill a gap in the collection.

Deaccessioning policy. ‘

1. Biographical materials are relevant and useful to the library collection.
 - * Single copies of biographical materials are to be retained regardless of age.
 - * Multiple copies of biographical materials are to be reviewed by the Collection Development Committee and COTR.
2. Conference proceedings and symposia are to be reviewed by the Collection Development Committee and COTR.
 - * The reference staff will enlist volunteers from the Library Committee to determine relevancy of proceeding runs which are no longer being maintained.
 - * Proceedings and symposia which are in keeping with NASA Headquarters' current mission will be placed on standing order.
3. The staff will automatically weed:
 - * Popular titles not pertaining directly to NASA. (An example of a popular title which should be kept is a children's book entitled "Dear NASA: Send Me A Rocket..." with a forward by Wherner Von Braun. This has historical merit as a collection of children's letters to NASA.) Questionable titles will be reviewed by the Collection Development Committee and COTR.

* Multiple copies of circulating materials which have not circulated in the past five or more years. One copy will be retained for the circulating collection, subject to review by the Collection Development Committee and COTR.

* This does NOT include conference proceedings or biographical materials.

IX. Procedures for reviewing the policy and its implementation.

COLLECTION DEVELOPMENT POLICY

I. Overview

The Collection Development Policy for the NASA Headquarters Library has been drawn up to provide guidelines upon which the Library collection is built, both in general and with respect to specific types of material and subject matter.

The role of the NASA Headquarters Library is to aid in fulfilling the purpose and objectives of NASA Headquarters. The Library is charged specifically with the responsibility of serving the reading, reference, and research needs of the agency, its management personnel and support staff, scientists and engineers. Therefore, the collection development policy of HQ Library is to build a collection which best serves the objectives of that clientele, both now and in the future. It is the aim of the Library to build, in all appropriate fields, a collection of the highest degree of excellence, both qualitative and quantitative.

Since it will seldom be possible, for financial reasons, to fully meet the above aim adequately, the Library will observe the following general guidelines in developing its collection:

1. When lack of funds limit acquisitions, current publications of value will be given priority over older and out-of-print materials.
2. Publications in the English language will be given priority over non-English language publications.
3. Materials will be acquired in suitable copy (e.g. microforms) if originals are not available or are too expensive.
4. If the Library holds materials in microform, hard copy will not be purchased unless sufficient cause is shown.
5. Duplicate copies will be purchased only on justification of heavy and continued use.
6. The Library will not purchase extensive in-depth materials for specific research projects for NASA employees.
7. NASA researchers who need in-depth materials in areas not collected, will be encouraged to utilize the Library's borrowing services, or make use of the resources available at other institutions in the area.
8. The strengths and weaknesses of other NASA Center Libraries in this geographic region will be considered in the selection of areas for intensive collection development at NASA HQ.

9. The purchase of Library research materials solely for individual NASA HQ employees use will be subordinated to the adequate fulfillment of acquiring resources for the general collection for all NASA HQ employees.

It is intended that this policy statement will be reviewed regularly by the Head of the Library soliciting recommendations from the Library staff and the Library Advisory Committee. The policy should be carefully reviewed at least every three years.

II. ALLOCATION OF FUNDS

The NASA administration is responsible for the amount approved and allocated each year for the library budget. The Head of the Library, as fiscal manager for the Library, is responsible for the expenditure of all library funds, including the funds utilized for the purchase of books, periodicals, and A–V materials.

All materials purchased with funds allocated to the Library become Library property, available for the use of the entire NASA community. It is inappropriate to use library funds to acquire materials for the exclusive use of any group or individual, and departmental or personal office collections should be bought with the suballocated funds of the code.

III. SELECTION RESPONSIBILITY

All librarians are responsible for taking an active role in suggesting purchases. While it is the prerogative of every Library Advisory Committee member to participate in the book selection process in areas of his/her particular expertise, the primary responsibility for collection development lies with the librarians. The selection process involves the following factors:

1. Judging the completeness of the holdings.
2. Considering each purchase in view of the Library as a system.
3. Encouraging patron input in selection.
4. Selecting materials in subject areas of strong agency interest.
5. Studying use patterns (circulation statistics, interlibrary loan statistics, etc.) to determine areas of great demand or areas in which the collection is weak.

VI. WEEDING, DISCARDING, BINDING, MENDING, REPLACEMENT AND DUPLICATION

A. Weeding

Weeding is the withdrawing of damaged, missing or obsolete materials from the Library's collections, a process which is an integral part of collection development and maintenance. The librarians are responsible for weeding the collection on a continuing basis. In general, the same criteria apply to weeding as apply to the selection of new materials. Materials that fall into the following categories should be considered for withdrawal:

1. Superseded editions

2. Worn, mutilated, or badly marked items after they have been replaced
3. Duplicate copies of seldom used titles. That are not nasa publications
4. Materials which contain outdated or inaccurate information. But is not of historical value (ex. Manuals for popular computer programs, old textbooks, website directories, publisher directories)

B. Binding, Mending, and Discarding

Decisions will be made continuously on how to handle worn books – whether to mend or bind or withdraw them. Each decision is based on the actual condition of the book, the number of duplicate copies in the collection, the current validity of its contents, availability of the title for reorder and the cost of mending versus the cost of replacement.

C. Replacement

Resources that are missing, lost, or withdrawn because of wear will not automatically be replaced. The merit of the book, serial, or audio–visual must be considered by the librarian before replacement copies are authorized. Demand for the resource, its value to the collection, and whether or not it has been superseded by a new edition or newer material should be considered as criteria in requesting replacements. Decisions to replace an item will be based on the following considerations:

1. Demand for the specific titles to support NASA programs.
2. Number of copies held.
3. Existing coverage of the subject within the collection.
4. Availability of newer and better materials on the subject.

D. Duplication

The Library will not normally purchase multiple copies of books, serials, or audio–visual materials. Requests for multiple copies will be considered individually according to present needs and the value of the resource as a part of the Library's permanent collection. If justifiable up to a maximum of two copies will be purchased. Added copies may be purchased in paperback if at all possible.

VII. GIFTS

XIII. BUDGET ESTIMATES

Two copies of the FY Budget Estimates should be secured every year. One to be placed in ready reference and one for reference staff use.

WEEDING

DEACCESSIONING POLICY

I. STATEMENT

The essential basis for deaccessioning of library material is that it is deemed to be of little potential use in the anticipated framework of service in the Library. Because of costs associated with maintaining a book, and the limited shelving space, few materials should be kept that would not meet the criteria for new purchases.

Collection deaccessioning and discarding books no longer useful is almost as important as selecting new books of high quality. While deaccessioning is an ongoing process, it is to be intensified during inventory activities.

The intention of deaccessioning is to:

- * maintain a well-rounded, pertinent collection.
- * maintain an up-to-date collection.
- * free up shelving space for recent collection accessions.
- * provide the library with a fresh, inviting appearance.
- * identify books which need repair, rebinding or replacing.

The deaccessioning policy includes selection criteria and automatic withdrawal guidelines, and a set of procedures to follow in deaccessioning materials.

II. CRITERIA GUIDELINES

Criteria for selecting materials to deaccession include:

- * Titles which contain outdated or inaccurate information
- * Titles which are not pertinent or support NASA Headquarters activities.
- * Superseded editions, exceptions are made for classic titles.
- * Multiple copies of seldom used titles.
- * Insufficient use in the past.
- * Irreparably deteriorated, mutilated, or damaged title.
- * Series (symposia, proceedings, etc.) with incomplete runs are to be evaluated.

**Existence and availability of indexes.

**Language in which the material is written.

- **Appropriateness of subject matter to the collection.
- **Cost of purchasing back issues.
- **Cost of currently maintaining a standing order.

III. WEEDING GUIDELINES

A. Automatic Guidelines

Several categories of materials may be automatically weeded without review. These include:

- * Newspapers over three month old.
- * Journal issues past the journal retention policy.
- * Multiple copies of circulating materials which have not circulated within the past five years.
- * Popular titles that do not relate to NASA. If there is any question regarding a books relevancy to NASA then the title is to pass through the review process.

B. Guidelines for the Circulating Collection

T CLASSIFICATION

T&TA	General Engineering	1975–Present
TA	Materials Science	1975–Present
TJ	Human Factors/Safety	1980–Present
	Construction	1980–Present
	Robotics/Control/Cybernetics	1970–Present
	Energy	1980–Present
TK	COTR checks this section	
	All NASA Missions—Apollo, Apollo–Soyuz, Gemini, Mercury, Mars/Lunar Probes	Keep all books including SP's
	Popular Titles/Astronaut Bios	Keep all
TN	Metallurgy	1975–Present
TP	Ceramics	1970–Present
TR	Communications/Remote Sensing	1980–Present
TS	Management (Many to Quality Collection)	1970–Present
U/V	Military	1980–Present

Conferences & Annuals

Complete/mostly complete runs

post 1970 stop date

keep/flag for update

	pre-1970 stop date	refer to COTR
Sporadic copies pre-1970	weed	
Sporadic copies 1970-0\present	refer to COTR	
Textbooks		refer to COTR
Titles containing phrases such as		
"Advances in..."		
"State of the Art..."		
"Modern..."		keep 1975-present
Human Factors		keep 1980-present
Solar		keep regardless of age
Technical handbooks		keep 1970-present
Dictionaries (English only)		keep 1980-present
Multi-copy books, pre-1985		keep 1 copy only
Multi-copy textbooks, pre-1980		keep 1 copy only
National Science Foundation (NAS/NRC)		keep
SPIE documents		keep
Hearings/Congressional documents		refer to reference
NASA as author or publisher		refer to reference
Bibliographies		
compiled from RECON/NTIS		weed
others		keep
Time/Life quality books (pre-1985)		weed
Directories (pre-1985)		weed

Deaccessioning Procedures

1. Titles are set aside on withdrawn shelves for review by the collection development committee and the COTR.
2. Titles of a technical nature or beyond the scope of knowledge of Library staff are presented to the Library Committee for decided whether a title is to remain in the collection.
3. Any title to be withdrawn is presented to cataloging for withdrawal from the collection.
4. The ARIN/OCLC database is updated to indicate that a title or copy is no longer available in the S&T Library.
5. Deaccessioned materials are placed in boxes for delivery to the Library of Congress.