VDOT RESEARCH LIBRARY: POLICY ON DEACCESSIONS (ITEM REMOVALS)

(Last updated: 10-20-16)

On an ongoing basis the library carries out a systematic item removal or “deaccessioning” program for materials no longer needed in the collection. Using selection lists, professional expertise and with help from subject experts at VTRC and VDOT, library staff review holdings and recommend removal of selected items based on any combination of the following criteria:

- The material is outdated and has diminished research, historical or curricular value.
- A newer edition has superseded an older edition of a work and the older edition is not needed.
- The work is damaged and must be repaired or replaced.
- The title is an unneeded multiple copy.
- Data indicates the title has low usage.
- The title exists in a format no longer supported by the library.

Items removed from the VDOT Research Library are removed from the library’s catalog and removed from the library’s collection.

Based on the judgment of library staff, removed items are discarded (typically recycled), or offered to other federal, state, or private libraries with transportation-related collections.

On some occasions, items removed from the library are offered as gifts to other Virginia state agency libraries, the Library of Virginia, or University of Virginia libraries.

For questions relating to the library’s deaccession policy contact:

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