

STANDARDS FOR WITHDRAWING MEDIA FROM THE INVENTORY

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GENERAL

TU Wien Bibliothek is a central service division of TU Wien and is tasked with comprehensively archiving media holdings belonging to those subject fields that fall within its collection obligation. However, in building and maintaining its collection, TU Wien Bibliothek needs to employ its budget resources efficiently and economically, and this necessitates withdrawing superfluous items from the collection.

CRITERIA FOR WITHDRAWING MEDIA

HOLDINGS AT THE INSTITUTES

The institutes of TU Wien are obliged to hand over to TU Wien Bibliothek inventoried holdings that are no longer needed at the institute. This is the only way to ensure that holdings will be properly delisted from the inventory and the catalogues.

Institute media holdings that were deselected due to a lack of space, to outdated contents or for other reasons are withdrawn from the inventory if any of the following criteria apply:

- › A copy of the title already exists in the main library or in a branch library and the library item is in a good condition. Where the institute copy is in a better condition, the library copy is exchanged for the institute copy.
- › A newer edition of the same title already exists in the library's collection.
- › The book is damaged.
- › The contents do not fall within the range of topics collected by TU Wien Bibliothek.

HOLDINGS OF THE MAIN LIBRARY OR BRANCH LIBRARIES

Copies of textbooks from the textbook collection are withdrawn if any of the following criteria apply:

- › The title is rarely used.
- › The contents are out of date.
- › The copy is worn and damaged and a repair is not feasible.

As a rule, one copy of each textbook title is retained for archiving purposes.

PROCESS

Depending on where the media item was registered, the action of withdrawal is recorded in different sources:

- › Withdrawal is recorded in the library software Alma and where applicable in inventory books,
- › the catalogue card is removed from the central catalogue of the institutes (ZKI) if applicable,
- › the media item is cancelled by applying a withdrawal stamp, crossing out all labels and deactivating any security strips.

On completion of the withdrawal process, the media items are offered for sale either at TU Wien Bibliothek's used books sale or to antiquarian bookshops. Longer, complete runs of a journal title are offered to other libraries. If these measures are unsuccessful, the items are discarded.

COMPETENCE

TU Wien Bibliothek has sole responsibility for withdrawing media from the inventory throughout the whole of TU Wien.

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Beate Guba

Library Director, TU Wien Bibliothek