



**Loyola Marymount University**  
**William H. Hannon Library**

## **Guidelines for Deaccessioning and Deselecting Materials**

### **Department of Archives and Special Collections, William H. Hannon Library, Loyola Marymount University**

The Department of Archives and Special Collections reserves the right, once they are in its possession, to deaccession and to deselect materials according to accepted professional practices and legal guidelines governing such acts. *Deaccessioning* is the process by which an institution permanently removes collections from its holdings previously accepted as permanent donations. *Deselection* is the identification, removal, and discarding of unwanted individual items from our collections. The two processes are not to be confused with each other.

The department's collection development policy informs both deselection and deaccessioning. Both processes are necessary to properly manage the resources and collections of the department and are to be conducted carefully according to professional practices and standards. Collections must periodically be reappraised in order to ensure that the Department of Archives and Special Collections adheres to its Mission Statement. Material is only deaccessioned or deselected from the Department after reappraisal of the material by the curator of the collection. Recommendations made by the curator to remove material must be approved by the Department head and the William H. Hannon Library administration.

### **Evaluation**

The following questions guide the reappraisal and possible subsequent deaccessioning or deselection of materials in the department:

1. Does the material fit within the collection development policies and mission of the Department of Archives and Special Collections?
2. Would the collection strengths of the department suffer if the material were deaccessioned or deselected?
3. Are there duplicates of the material in the collections? Does the material duplicate information already held in the collection in a different format?
4. Has the physical condition of the material deteriorated to the point that it can no longer be preserved?
5. Is the Department of Archives and Special Collections capable of providing proper storage and care for the material? Does the material require continuous special treatment?

6. Is there a donor agreement or are there other legal stipulations that impose restrictions on deaccessioning or deselection?
7. Has the donor's original desire for the collection been honored?
8. Has an item been found to be inauthentic? Is the material forged or otherwise misrepresented?
9. Do restrictions on use prevent the material from being effectively used for research and education?
10. Would deaccessioning or deselection of the material limit public access to the information presented by that material?

### **Disposal**

Materials will be disposed in the following way, according to the appropriate circumstances:

1. The donor will have the right of first refusal to accept the materials.
2. Materials may be transferred to another institution.
3. Materials may be destroyed in a proper and safe manner appropriate to the material
4. Materials may be sold; all proceeds are to be disposed of according to university regulations.
5. Books or other published works may be offered to the library's general circulating collections if appropriate

### **Disclosure**

The Department will share, according to its guidelines, information about the reasons behind the deaccession or deselection of material to appropriate parties and how that material will be disposed of. Deaccessions or deselections must not violate stipulations agreed to in a Deed of Gift unless it can be shown by appropriate legal procedures that adherence to such stipulations is impossible or substantially detrimental to Loyola Marymount University.

### **Documentation**

Appropriate recordkeeping shall follow each step of the process of deaccessioning and deselection, including:

- The reasons for the deaccessioning or deselection of material
- A record of the library's administrative approval
- The means of disposal and date
- A condition report for the specific item or group of materials that is to be deaccessioned or deselected
- Notification of the donor, if known, of the deaccessioning or deselection of materials and his or her response to this

In general the Department of Archives and Special Collection will follow the principles outlined in the following professional standards and guidelines:

American Alliance of Museums. "[Code of Ethics for Museums.](#)"

American Library Association. Association of College and Research Libraries. "[ACRL Code of Ethics for Special Collections Librarians.](#)"

Society of American Archivists. "[Guideline for Reappraisal and Deaccessioning.](#)"

Revised:

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