I. Deaccession Policy

This document outlines the policies and procedures adopted by the UC Regional Library Facilities for deaccessioning special collections materials deposited by any of the UC campuses. Revisions to the deaccession policy are in accordance with the RLF Statement of Operating Principles (November 2006) and with the Persistent Deposits in UC Regional Library Facilities (revised February 20, 2006).

“Depositing libraries are considered the owners and managers of the materials they deposit in a UC Regional Library Facility. For materials collaboratively purchased and designated as prospective UC Libraries Collections, ownership is shared among all UC campuses. Legal ownership of UC material is retained by the Regents of the University of California. In order to assure appropriate use of the Facilities, unless otherwise specified, it is expected that material deposited at the Facilities is intended for permanent storage.” (Operating Principles, Section 2.0, Deposits)

Deaccession requests are permitted only for special collections materials, as expressed in the persistence policy:

“The Operating Principles provide that campus deposits in RLFs are intended to be permanent. However, provision is made for a depositing campus to recall some deposits to the campus collection. … This policy would not apply to Special Collections materials.” (Persistent Deposits in UC Regional Library Facilities)

Persistent deposits are not eligible for deaccession. Please use the SRLF Recall Request Form for persistent items.

II. Deaccession Procedures

1. Each campus should develop local procedures for determining whether or not a stored special collections item shall be deaccessioned from the SRLF. The campus will inform the SRLF of the name(s) and titles/positions of people authorized to approve
deaccessioning requests on that campus. Usually, these will be the Collection Development Officer or the Director of Library Special Collections.

2. If the decision is to permanently deaccession the item, the appropriate person on each campus will:

   a) Complete the SRLF Deaccession Request-Special Collections Materials form which includes the following information:

   1. Title
   2. Volume (or box) numbers
   3. Barcode numbers
   4. Priority of the request: "RUSH" or "NON-RUSH"
   5. Campus library and contact person to whom the volumes/items are to be returned

   b) Send the form to the SRLF Director via email attachment or fax. **DO NOT USE SRLF PAGING PROCEDURES TO INITIATE A DEACCESSION REQUEST.**

   c) If the volumes or boxes have been paged back to the campus prior to making the deaccession request, please contact the SRLF Processing Manager, Tin Tran, for further instructions.

3. At the SRLF, barcode labels and other SRLF designations will be removed from the item(s). Circulation records will be cleared and the holdings and item records will be deleted from Voyager. The UCLA Cataloging/Metadata Center will be notified to delete the bibliographic record from Voyager if there are no other holdings on campus. In the case of UCLA deposits, SRLF holding records will be deleted and the Cataloging/Metadata Center will be notified as needed to change the UCLA holdings record. In the case of other southern campuses, the record is deleted from Voyager but the Melvyl Catalog record is unchanged. The volumes will then be returned to campus via courier service or by the SRLF on a regularly scheduled deposit pickup.

4. Deaccessioned volumes must be re-cataloged or otherwise updated in the campus's local system to reflect the change in location. Each campus will be responsible for these updates.

5. Manuscript and archival collections are sometimes deposited that have been processed and described very generally at the box level, and campuses may later wish to retrieve the collection for more detailed inventory and processing at the folder level. During re-processing, collections may be weeded and diminish somewhat in size, constituting a partial deaccession. Recognizing that box contents might change and that some boxes could be eliminated
due to re-processing, the SRLF requires that a campus deaccession the boxes being reviewed. The Deaccession Request Form should be submitted before the campus begins re-processing the collection. The campus can later re-deposit the reviewed or consolidated boxes as new deposits.