

The following types of items may be selectively withdrawn from the general collections of Howard-Tilton Memorial Library. These decisions are based on the professional judgment of the librarians assigned to manage the collections and reflect the need to periodically remove materials with no research value from crowded areas of the book stacks.

Special attention is given to avoid withdrawing materials created by or representative of marginalized and underrepresented groups, as well as content relevant to the study of New Orleans and its surrounding region. The library seeks to maintain diverse collections as described by the American Library Association's [*Diverse Collections: An Interpretation of the Library Bill of Rights*](#).

Serials

The following types of serials may be withdrawn selectively:

- Superseded editions of serials such as annuals or directories containing outdated information
- Outdated directories no longer of academic use and having no historical significance or reputation
- Duplicate volumes held at H-TML, other Tulane libraries, or owned online
- Loose issues of journals which duplicate issues in bound volumes
- Old, outdated engineering or industry standards for which the source maintains archives
- Old, outdated runs of bibliographic indexes where coverage is now included in more comprehensive publications or otherwise considered obsolete
- Outdated newsletters with no research interest
- Scattered issues of incomplete serials

Monographs

The following types of monographs may be withdrawn selectively:

- Duplicate copies of titles with low circulation
- Titles in very poor physical condition and accessible from other libraries
- Outdated textbooks with no research interest
- Dictionaries of no linguistic or historical significance replaced by newer editions
- Outdated "self-help" titles, "how-to" books, or technical manuals with no research interest

Media

The following types of media may be withdrawn selectively:

- Duplicate copies of titles with low circulation
- Titles in outdated formats no longer supported by equipment maintained in the library

Withdrawal Procedure

Generally, items requested for withdrawal are sent through the htbibs-l@tulane.edu listserv to the Associated Dean of Libraries. Requests should include full identification of the item or items and their holdings, as well as a brief description of how the request meets the library's *Guidelines for Withdrawing Materials from the Collections*. The Associate Dean then approves or denies the request, taking feedback from the listserv or broader ramifications into consideration.

When the request is approved, Stacks Management will remove the item(s) from the shelf and withdraw the relevant title, holdings and item records from the catalog and WorldCat. Withdrawn items are placed with a service provider such as Better World Books. If the item or items are not accepted by a service provider, they are handled for recycling at the Tulane Libraries Off-site Facility.

Materials withdrawn in larger quantities are often processed by the library's Library Annex and Special Projects department. In these cases, withdrawals are generally part of individually planned projects with special criteria and in these projects:

- Special Projects staff remove the items from the shelves and withdraw relevant title, holdings and item records from the catalog and WorldCat.
- The Special Projects staff generally also rely on a service provider, such as Better World Books, to take withdrawn items, and recycle the remainder.

In cases in which duplicates or other materials with potentially relevant outside interest are withdrawn, outside groups may be contacted, as an alternative to disposing of withdrawn materials through Better World Books. This should be pre-planned as part of the project at hand. Examples may include local organizations or local libraries as a means of supporting Tulane's commitment to community engagement.

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