

**Manuscripts and Other Formats and Collection Development Co-Discussion Group
ALA Midwinter, Saturday, January 25, 1-2 pm, Loews Hotel**

Attendees: Tim Shipe, Co-Convener (University of Iowa); Katie Kuntz, Co-Convener (Davenport Public Library); Margaret Gamm, Co-Convener (University of Iowa); Emily Zinger (McGill); Colleen Barrett (University of Kentucky); Meghan Constantinou (Grolier Club); Jackie Parascandola (U Penn); Bethann Rea (Penn State); Alicia Leathers (Syracuse student); Jenelle Clark (University of Maryland student); Tiffany Raymond (Wells College); Jonathan Tomes (Baylor University); Shelby Daniels-Young (University of Delaware); Scott Devine (Smithsonian); Lois Fischer Black (Lehigh); Lynne M Thomas (UIUC); Katy Rawdon (Temple University); Jim Draper (Readex); Alan Elken (Readex); Sarah Sussman (Stanford); Rachel Bohlmann (University of Notre Dame); Netta Cox (North Carolina A + TSU); Caitlin Goodman (Free Library of Philadelphia); some others did not sign in

- 1) Introductions around the room
- 2) Conversation on deaccessioning material
 - a. Several questions were posed by the co-convener and by going around the room, including:
 - i. What is your official process for deaccessioning an item?
 - ii. Do you have any restrictions for deaccessioning material in your collection?
 1. Does this have to go through a board or other review body?
 2. State restrictions?
 3. Donor restrictions?
 - iii. Are you allowed to sell your deaccessioned items?
 - iv. Have you done this on a larger scale or have you only done this item by item?
 - v. How do you determine it is time to move something out of the collection?
 - vi. Has anyone had to deal with repatriation of materials? How did that work?
 - vii. Is there any pressure from state legislatures or other entities to deaccession material against the will of the institution?
 - b. Answers did not always align with the most immediate question, but several highlights are included below:
 - i. Why deaccession material?
 1. Nobody ever said no to materials, and they're running out of space. They have to get rid of some material in response.
 - ii. How were you able to deaccession material?
 1. Managed to deaccession once: donor was still alive, they were able to contact them and offer the materials back. It hadn't been cataloged, they had no way to service it. Couldn't digitize it if they wanted to. Donor was upset, but they were able to frame it in the new Collection Development Policy- materials were out of scope, so they were able to explain it that way.
 2. No Deed of Gift paperwork meant there was nothing saying they couldn't.
 3. State law dictated that material had to go through surplus, so they sent it out that way.
 4. The material, US Census indices, were donated by a prominent figure, but were very low use. Easily justified.
 - iii. What protects your right to get rid of something?
 1. Collection Development Policy
 2. Lack of accession records
 3. Lack of donor paperwork saying that you can't
 - iv. How do you select what to discard?

1. Availability of e-resources, and space is needed
 - a. Note: If you're in a budget bind, you may not be able to access those e-resources forever. Once your contract expires, especially in a big deal, you can lose access.
2. Duplicates
3. Material out of scope in a focused research library: funds from sale of out-of-scope material can fund in-scope material
4. Material in formats that you don't usually collect
5. Confidentiality and privacy concerns can lead to deaccessioning: for example, legal papers pertaining to private cases like divorce and adoption were disposed of (not returned due to death of donor)
- v. Has anyone experienced pressure to sell materials?
 1. Not among participants
 2. One suggestion was made, but response took care of it: "Material is part of the heritage and is state property and illegal, donors would be upset- you wouldn't want that right?"
 3. A couple other side comments have been made but not gone anywhere
- vi. How do you prevent the need to deaccession in the first place?
 1. Don't accept moldy material
 2. Build a new culture with new policies, taking only certain materials and not others
 3. Build a collective Collection Development Policy: show the strengths and the things that you definitely want. Also name the things that we get all the time and never want to see again (things found in grandma's attic)
 - a. Start at the poles (what you definitely do/do not want) and work your way in to the squishy middle
 - b. Now going to do a revision a few years later after living with it for 2 years
 - i. Having institutional memory in the room is helpful
 - c. For donations, there should be a list and it should be deduped
 - i. Collections over 50 items have to go through a queue
 - ii. Discuss with acquisitions and metadata department to determine capacity
 - d. Congressional library puts the impetus on the donor to fundraise to support their collection
- vii. One institution is at the endpoint of some deaccessioning work. How do you sell it in a way that's fair?
 1. One institution moved to a new library. Wanted to dedupe. Several local dealers were contacted, came in person to review the collection. They made their selections.
 2. Another institution worked with a dealer on consignment. They transferred material of lower value to an auction house, which then sold it
 3. Another had to do an RFP to see who would get the contract. Talking points were prepared in advance of the RFP process should the public take note and object.
- c. Two related collections were sold in combination. There was no curator for the area and the collections were largely inaccessible. The goals for a new home were: to have it be

accessible, make money, and to have the collection stay in the same geographic area. The sale was done publicly.

- d. Two "case studies":
 - i. Dean wants them to deaccession bound serial volumes. Older ones are more valuable than newer ones. How do you balance that at an academic university? What are your defenses or selection criteria?
 1. Consortial communities can dictate this- institution with the best run will be responsible for maintaining it ad infinitum
 2. OCLC searches
 3. Monetary value
 - ii. Ledger collection in exceedingly poor condition. Nobody wants it because of the liability of caring for it. They don't want to make the investment in repairing it. Not deaccessioning because they can't find a good home for it but can't throw it out either. What to do?
 1. Comes up with audiovisual collections too. Can't digitize all of it because you don't have the funds.
 2. Describe it and make it public. If someone needs it then it becomes a priority
 3. Benign neglect may be ok in such situations

3) Upcoming at ALA Annual:

- a. The groups will separate again for ALA Annual.
 - i. Participants suggested that the Collection Development DG could discuss Collection Development Policies. One participant also suggested that institutions make these policies public so students could use them, and so that we can borrow from each other.
 - ii. The Manuscripts and Other Formats group will collaborate with the Diversity Committee to host a reading group.