

Based on the Articles 12 and 29 of the Librarianship Act (Official Gazette of the RS, No. 87/01, 96/02 – ZUJK and 92/15) and the Guidelines for the Withdrawal and Write-off of Library Materials, adopted by the National and University Library pursuant to the relevant act (Document No.: 007-3/2013, 31. 1. 2013), the Expert Council of the University of Primorska University Library at its second remote meeting on 22 June 2023 accepted

INSTRUCTIONS FOR WEEDING AND WRITEOFF OF LIBRARY MATERIALS

I. GENERAL PROVISIONS

Article 1 (Subject Matter)

In accordance with Article 12 of the Librarianship Act and the Guidelines for the Weeding and Writeoff of Library Materials, this instruction establishes the criteria and procedures for the withdrawal and de-accessioning of library materials at both units of the University of Primorska University Library (hereinafter: UP UK).

Article 2 (Use of Terms)

Excluded material is material that is temporarily withdrawn from regular use.

Decommissioned material is material that is permanently removed from the library collection.

II. KRITERIJI ZA IZLOČANJE IN ODPIS GRADIVA

Article 3 (Basis for Writeoff Criteria)

Criteria for the weeding of materials are determined by the role of the UP UK as a university library, the tasks of university libraries defined in Article 29 of the Librarianship Act, and the provisions of Article 3 of the Rules on the Conditions for Performing Library Activities as a Public Service (Official Gazette of the Republic of Slovenia, No. 28/23) regarding the library collections of higher education or university libraries.

Article 4 (Purpose of Weeding and Writeoff)

Weeding the collection ensures the currency of the library holdings and their suitability for supporting pedagogical, research, artistic, and professional activities at the University of Primorska (hereinafter: UP). The process also frees up space for new materials.

Article 5 (Responsible Persons and Frequency of Weeding)

Library staff are required to withdraw and write off materials regularly throughout the calendar year.

Withdrawal and/or write-off procedures may also be initiated at the suggestion of a user. Users may submit proposals for the withdrawal and/or write-off of library materials to the email address knjiznica@upr.si.

The proposal must include basic bibliographic details (author, title, edition, year, and publisher) and state whether the material in question has previously been used for study, research, artistic, or professional activities at UP. If so, the user must specify the name of the accredited study course, research project, or department that utilized the material.

Article 6 (Material for Weeding)

Through the weeding process, materials that are not frequently borrowed are moved to the library's storage area. The new location of the material is recorded in the library catalog.

Article 7 (Material for Writeoff)

Materials that are physically or substantively unsuitable for supporting pedagogical, research, artistic, and professional work at UP are writeoff.

Writeoff items include:

- damaged material (dirty, torn material, material with missing parts of the cover and/or book block);
- incomplete material (periodicals that have incomplete years or are not mandatory study literature);
- Slovenian periodicals, which are available in their entirety in the Digital Library of Slovenia or on the publisher's official website;
- redundant copies of material (duplicates);
- outdated and out-of-date material in terms of content;
- missing (stored, alienated) material;
- non-collectible material.

Decisions regarding the withdrawal of materials take into account the retention periods specific to the subject area and the availability of copies in other libraries across Slovenia.

If the library collection contains multiple reprints of core study literature (such as a textbook), copies from the oldest edition or from editions that are no longer current in terms of content are withdrawn.

Article 8 (Exceptions to Writeoff)

Exceptions of writtenoff:

- the sole copy of professional material (monographic or serial sources) supporting pedagogical, research, artistic, and/or professional work at UP,
- duplicate copies of core study literature,
- copies of core study literature showing signs of normal study-related use (e.g., underlining, commenting, annotating).

III. EXECUTION OF WRITEOFFS

Article 9 (Method of Carrying out the Writeoff)

The writtenoff of items is carried out based on a list of materials approved by the writeoff committee. This list is prepared by library professionals using methods such as identifying materials that have not been borrowed, physically inspecting the collection, and employing other relevant methods.

Materials are considered unborrowed if they have not been checked out even once in the last five years. When writtenoff such materials, the criteria set out in Article 8 (exceptions to writtenoff) must also be taken into account.

Article 10 (Writeoff Procedure and Writeoff Commission)

The writtenoff process is carried out by professional library staff within the individual units of the UP UK. The professional library staff responsible for the writtenoff prepare a draft list of items to be withdrawn for their respective unit.

The list of materials for writtenoff is approved by the material writtenoff committee appointed by the Director of the UP UK. The committee consists of four members: three professional library staff members from the UP UK and a university faculty member proposed by the dean of the specific UP member institution.

The dean of the member institution proposes a faculty member to the writtenoff committee from among those with expertise in the subject area of the materials in question. This proposal by the dean is binding on the Director of the UP UK.

If the professional library staff member preparing the writtenoff proposal (list) is unable to assess the content-related criteria set out in Article 7 of these instructions (regarding obsolescence) for a specific item, they shall seek assistance from the vice-dean for academic or research affairs at the respective UP member institution.

Article 11 (Handling of Writtenoff Materials)

The committee responsible for the writtenoff of materials handles the list of writtenoff materials in accordance with Articles 14 and 15 of the Instructions for the Weeding and Writtenoff of Library Materials, adopted by the National and University Library.

Article 12 (Marking of Writtenoff Material)

Discarded material is marked with a "discarded" stamp and the date of disposal.

Article 13 (Writeoff and Library Catalogue)

In the library catalogue, all procedures for writeoff material are carried out in accordance with the applicable work instructions for the COBISS system.

IV. TRANSITIONAL AND FINAL PROVISIONS

Article 14 (Appointment of the Writeoff Committee)

The committee for the writeoff of materials referred to in Article 10 shall be appointed by the Director of UP UK within fifteen days of the entry into force of these instructions.

Article 15 (Validity)

The instructions are adopted by the UP UK Expert Council and enter into force on the day following their adoption.

Date: 22 June 2023

Number: 24-241-4/2023

Assoc. Prof. Dr. Jonatan Vinkler,

Chair of the Expert Council of the UP University Library