

Policies Register
incorporating
policies, procedures and protocols
Clarence Regional Library

PERIODICALS (MAGAZINES) DESELECTION

Policy, procedure, protocol

Procedure

Adoption date

3/5/18

Amended date

Review due date

Responsible officer

Reader Services (Large print/Audiovisual) officer

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

PURPOSE

- To provide guidelines for deaccessioning (deletion) of periodical items.
- General policy guidelines in relation to these items.

SCOPE

The terms serials and periodicals are often used interchangeably, for materials that are published serially, or in a series, or periodically.

This document is only concerned with materials that are magazines, journals, some newsletters & newspapers. We will call these **periodicals**. **For the purposes of this document**, a periodical is an item that is published **regularly & continuously**.

A periodical may have a publication frequency of weekly, monthly, bi-monthly (every 2 months), quarterly (every 3 months), bi-annually (twice a year) etc.

In this document, the term periodical **does not** include books that run in series.

Periodicals at your library will generally be kept in your magazine display area. There may be some (eg. Southerly) that are shelved with your books, but their title will include the term “magazine”.

- Periodicals included here are magazines, journals, newsletters & newspapers **that have a barcode attached**.
- **The Land newspaper [magazine]** is included here as it has a barcode.
- **Other newspapers (no barcodes)** such as your local or national papers, are NOT included. Your library can use its own guidelines on how long to keep these.

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PROCEDURES

A) WEEDING FREQUENCY

Use the following as a guide, depending on the frequency of the periodical:

Weekly: keep for 6 months.

Monthly: keep for 12 months.

Bi-monthly, quarterly & bi-annually: keep for 2 years.

Some periodicals are kept for longer:

Local Studies items: keep permanently.

Your library may wish to keep some periodicals (for example, Australian & National Geographic) for a longer period; this may depend on space & popularity. Keep these magazines for a minimum of 12 months.

B) WEEDING SCHEDULE

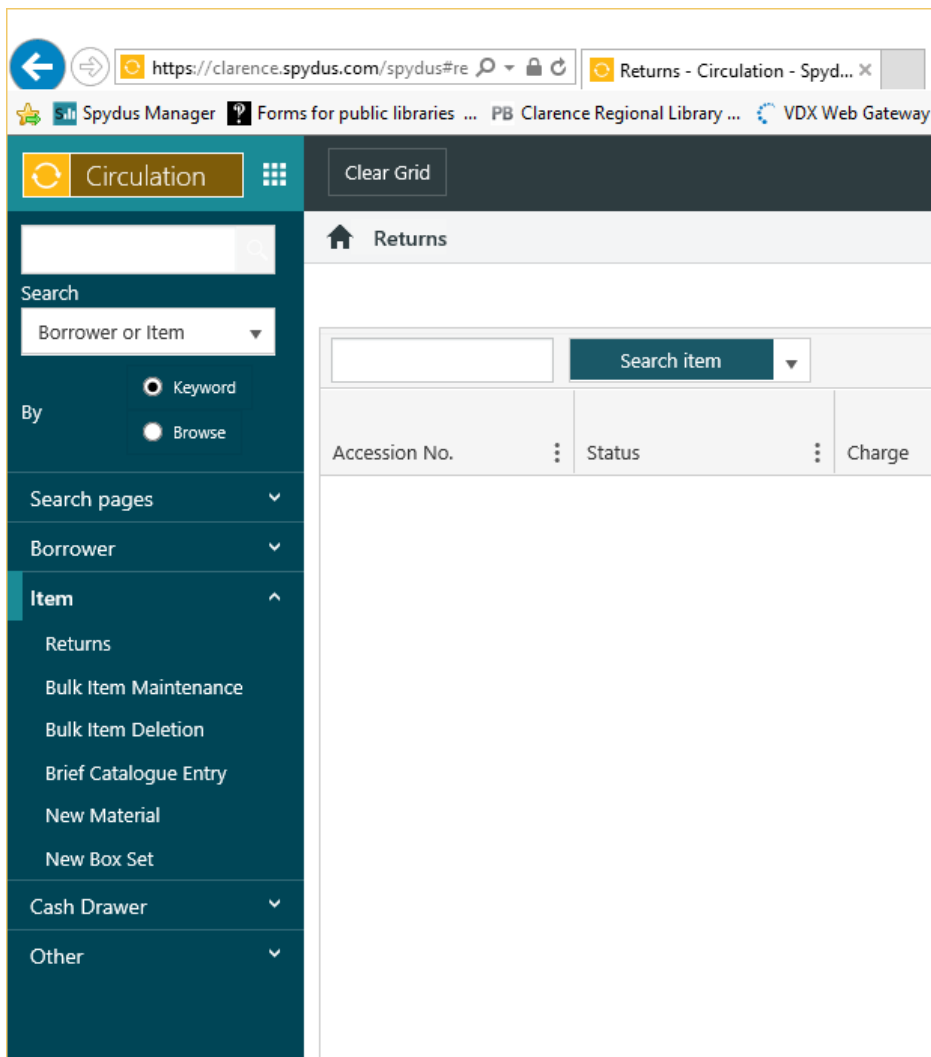
There is no requirement to weed to a schedule. Libraries can weed as space becomes a problem; the weeding frequency above becomes the **guideline** for selecting which periodicals to discard.

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C) PROCESS FOR DELETION

Use the following steps to delete periodicals:

1. Open the **Circulation** module
2. **Item**
3. **Bulk item deletion**



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4. **Untick** “Check if item is the last copy”
5. Leave “Check for reservations” **ticked**.

The screenshot shows the 'Bulk Item Deletion' page in the Spydus system. On the left is a navigation menu with 'Circulation' selected. The main area has a 'Scan or Search' section with the following options:

- Check if item is the last copy:
- Check for reservations:
- Accession number:
- Buttons: Update, Search

Below the search options is a table with the following structure:

Accession	Title	Outcome

The footer contains: © Civica Pty Ltd 2018. All rights reserved | About | Help | Location: Regional Services | Current time: 01/05/2018 10:33 AM | spydus 10

6. If the item comes up as reserved, go to **Enquiries** & check if that particular issue is in fact reserved. If not, proceed...
7. Enter the barcode into the **Accession Number** field.
8. **Black out the barcode on the periodical, & cut through the RFID tag.** Or you can simply remove the covers & discard.
9. **Discard the item** (no need to send to Regional Library).

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