Deselection Process

1. The liaison librarians will pull the books they want to deselect, based upon established criteria (see *Criteria for Deselection* document).

1. The librarians will go to Workflows and, using a pre-set Global Item Modification wizard, they change the Home Locations of the pulled books from STACKS to LIMBO.

1. The librarians will offer the LIMBO books to faculty to review for a week, Monday to Monday. Book trucks with books for review will be placed in the Monroe Garden Study League Room (5th floor), and a list of books for review will be made available on the Library Deselection Page on the Library website. Book trucks will be placed in the Room on Monday and will be removed at noon on the following Monday. Books **will not** be available for review from noon until 2pm, to give the librarians a chance to remove and replace book trucks and generate lists.
2. Faculty can check out the Monroe Garden Study League Room key at Circulation. Faculty will flag books they recommend for retention using slips of paper (which will be made available in the room). The librarians will check the faculty recommendations and reverse the withdrawal. Alternately, faculty can check the list on the website and identify titles to retain from that list. Faculty should send lists of titles for retention to Megan Lowe, Coordinator of Public Services, at [lowe@ulm.edu](file:///C%3A%5CUsers%5Cuser%5CAppData%5CLocal%5CTemp%5Clowe%40ulm.edu). Once the week has passed, the librarians will remove the book trucks from the Room, and a new list will be posted.
3. The librarians will mark books which will not be retained with a bold "W" over the spine label.

1. The librarians will deliver the books to Technical Services. Books will go in one of three areas: Retain; Kittens; or Discard.

1. Technical Services staff will identify each LIMBO book that faculty recommends for retention by adding a local note to the catalog record, by giving that book a special Item Category of PERMRETAIN in the catalog, by writing a retention note on the verso, by changing the Home location back to STACKS, and then taking the retained books to Circulation for re-shelving. (The notes will make it easier to skip over that book during future weeding.) Technical Services staff will permanently remove the LIMBO books which are not being retained from the collection.

1. Circulation double-checks to see that withdrawn books are indeed not in the catalog, and then they dispose of them.