

**New Mexico Tech
Skeen Library
Withdrawal Policy**

Weeding, or deselection, is the removal of materials that are no longer useful to the community of New Mexico Tech Skeen Library users. Removal of items could be based on any of several factors. The physical condition of the material is often used to determine if an item is removed from the collection. If the material is superseded by a more current edition, the older edition could be a candidate for removal. If a reference item is superseded by a more recent edition, the superseded reference item is relocated to the circulating collection. If there are multiple copies of an item that are no longer needed, the additional copies could be removed. Outdated materials are removed from the collection unless they support the curriculum. Removal is up to the discretion of librarians, in consultation with the faculty.

Replacement is the acquiring of materials that are not in circulating condition due to severe damage, have been stolen from the library or have been lost. These items will be replaced at the librarian's discretion.