Annual Nursing A/V Review

**LMS reports will include:**

- RT - RT999
- R - RZ999
- RC394
- RC440
- RC451.4
- RC954
- RJ245
- RM125 – 440

Include items held in: GENRL, CCIC, CIRCD, CIRCD2 and REFER

**Results list will include:**

- Format
- Call Number
- Location
- Title
- Publication Date
- Total check out
- Last Checkin

**AV Weeding Procedure:**

The Division Librarian will generate a list of AV materials yearly during the Spring semester for review according to the parameters listed above (and approved by the Nursing faculty).

The Nursing faculty will receive copies of the list and review the materials over a time period determined by the Nursing division. Faculty can review materials on their own or during pre-arranged meeting times with the division librarian.

Faculty will make suggestions to discard or keep the listed AV materials. If a newer version is desired, that will be indicated as well.

Each faculty member involved in the process should put his/her name on his/her copy of the list (so the Division Librarian knows who to contact with questions).

Indicate a **discard** by putting the letter **D** next to the title.

Indicate that an item **should be kept** by putting the letter **K** next to the title.

To see if a **newer version** is available, mark with an **N**. If a newer edition is available, the old version **automatically** will be discarded. In the event that no new edition is available, **please also mark with a D or K**. (for example, an NK means check for a newer edition and keep the old if one is not available).

Suggestions and feedback will be returned to the Division Librarian. The Librarian will research and document the availability of newer versions (when so directed by faculty input), and will compile a list of suggested discards (indicating the number of faculty opting for the discard). If appropriate, a list of available updates and the suggested deletions with faculty vote tallies will be returned to the Nursing faculty for a final discard/keep/purchase new decision.

Prior to final discard, a list of titles marked for deletion will be submitted to all Health Science Coordinators for review to prevent deletion of materials still in use by other programs.

Items deemed worthy of remaining in the collection with publication dates older than 5 years from current date will be initialed by approving faculty members and dated when last reviewed.
The final decisions will be returned to the Division Librarian and the recommended changes will be implemented.

Collaboration with Health Science faculty is encouraged and actively solicited; however, the Library faculty member assigned to the Health Sciences division is responsible for the purchase and deletion of COD Library’s health and medical-related materials.

The Health Sciences Librarian will maintain a print record file of the suggested deletions and notes regarding videos received from Health Science faculty (in addition to the notes added to the electronic records of videos reviewed and kept in the circulating collection).