



# MINNESOTA STATE UNIVERSITY, MANKATO

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## LIBRARY SERVICES

### Step 2- Academic Department Directions for Physical Review of Shelves

#### General

1. Each call number section will have a [scheduled one-week review period](#).
  1. While this review period is targeted at designated academic departments any member of campus can participate in the review.
2. Prior to the designated review period:
  1. Library Services will tape the spines of all books that meet the threshold with purple 3M tape, excluding titles marked as “keep” on the Excel Spreadsheet in Step 1.
  2. Librarians will review the call number section and identify additional titles for withdrawal. Reasons may include multiple editions, multiple copies, poor condition, and curriculum changes.

#### Review Process

1. Each call number section will have a [scheduled one-week review period](#).
  - a. At this time, designated academic departments are invited to review the books marked for withdrawal and may recommend that titles remain in the collection.
  - b. No additional books may be recommended for withdrawal.
  - c. This review period is also open to any member of campus.
2. To save a book marked for withdrawal, an X should be added via **black dry erase marker** to the purple tape marking the book. Markers are available in bins at the beginning of call number ranges.

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*Image 1 - Book shelf with purple taped books; x on one indicates keep the book*

3. Do not remove the tape from the book. This will be handled by Library staff.
4. If someone checks out a taped book, this will indicate the title should be retained. Library Staff will remove the tape from the book.
5. The review **must be completed by the end of the week**. Books for withdrawal will be removed from the shelves promptly after the end of the review week.

Questions about the project can be sent to: [Libraryproject@mnsu.libanswers.com](mailto:Libraryproject@mnsu.libanswers.com) or Library Administration, 507-389-5952.

More information is available on the [project website](#).