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Policies and Procedures

Policies for the Use of Discussion Rooms

1. The discussion rooms are for the use of students, teaching faculty, staff and any other important requests.
2. The respective staff at the workstation will be in charge to get all necessary information, get the ID of the responsible student, assign the room and open the discussion room.
3. Users are accountable for the room's upkeep and the care of its equipment and other resources.
4. When the users finish using the discussion room, the staff in charge will check the room and its facility before returning the ID.
5. Users can avail the room for minimum one hour and maximum two hours. However, reservations will be extended depending upon the need.
6. No eating, smoking and littering allowed in this facility. Be considerate to the next users.
7. A Library Staff will be in charge of monitoring the observance of the above policies and users are requested to follow strictly the abovementioned regulations.
8. Anyone who does not abide with the abovementioned regulations will be met with disciplinary action such as fines and suspension of privileges.

PLEASE TAKE NOTE OF:

1. Users can do online booking for discussion rooms of the first and second floors only during the five working days (Monday through Friday) between 8 AM and NOT later than 2:00 PM. Please note reservations are done online 24 hours prior to start time.
2. Discussion Rooms which are located on the ground floor are for walk-in requests.
3. All reservations will be cancelled after 15 minutes of the actual reserved time if the users don't show up.

4. The group of students that is allowed to use any of the DRs should be at least 3 or more members.
5. The purpose of using the discussion room are:
 1. Preparing/discussing a seminar with the adviser or fellow students.
 2. Preparing a group presentation.
 3. Discussing a group project.
 4. Studying for an exam as a group.
 5. Assembling a lab report as a group.
 6. Preparing a research or a report as a group.
 7. Tutoring/Coaching (between a teacher and student/s).
 8. Training session for a group
 9. Meeting/s of teaching faculty (take note that the number of seating capacity of all DRs in all three floors range from 6 -13 persons).

Policies and Procedures: Faculty / Staff

Loan Procedures

Faculty may borrow up to twenty books at a time for a period of 8 weeks. The University ID card serves as the library card. Faculty must not lend books to students under the faculty member's name; such a practice creates confusion in the circulation records. All books must be returned at the end of each semester; it's important to keep the circulation record up-to-date. A fine will be imposed on all those who keep books and materials past the due date. Payment is made for lost or damaged books. In the event that a teacher fails to comply with the above regulation and accumulates dues, the Finance Payroll Officer will be informed so that such amount will be deducted from the teacher's monthly salary.

The faculty and staff member can renew the loan period for one year by email or calling library staff. At the end of the year, all books should be brought physically to the library.

Reference books do not circulate except for class use; books borrowed must be returned immediately after use.

Reserve Shelf

Faculty may put books and other materials on the Reserve Shelf located at the circulation desk. Bring such materials and fill out the appropriate form; indicate whether the reserve material is to be borrowed overnight or is reserved for room use only. Loose pages will not be accepted unless properly compiled.

Periodicals/Journals Services Section

Periodicals are arranged on the racks by categories such as General, Science, Nursing, etc. Back issues are kept in the red boxes on the shelves until a collection is complete. When the volume is bound it is moved to the second floor in the bound periodicals section. The periodicals and journals may be borrowed for a week only. Bound periodicals do not circulate except for class use as requested by the respective teacher.

Book Selection

The library has a book selection policy within which the staff in charge operates. Teachers are encouraged to recommend specific titles in their fields of specialty. Each department/faculty is allocated a certain budget for purchasing books. Use “Online Acquisition” under “Library Services” on the library website to request new books for purchase. The general policy is to purchase a single copy of each title. Books needed for faculty offices are not included in library purchases. The ultimate responsibility for book selection rests with the Library Director and the Library Staff in charge. The purchased books are processed and displayed at the entrance on the ground floor for a week and then shelved.

Library Liaison Team (LLT)

The purpose of the LLT is to communicate concerns and interests between the library staff and the faculty in order to improve library resources and services. The team is composed of a representative of each department/faculty and the heads of each section of the library. A single annual meeting with all the representatives is scheduled in the fall semester.

Faculty Guide to Bethlehem University Library

Vision and Mission of the Library:

The Bethlehem University Library strives to acquire and to make accessible the necessary print and electronic resources necessary for academic programs, research, extracurricular activities, and community engagement.

The mission of the Bethlehem University Library is to serve the academic community of students, administration, faculty, staff, graduates, visiting researchers and the Palestinian community by providing materials, resources, technological services and facilities to meet educational needs.

The Library pursues this mission through acquiring, organizing, and maintaining the requisite information resources, equipment and materials. Moreover the library provides an environment conducive to the search for and exchange of knowledge to facilitate lifelong learning. The library serves as a vital component of the educational mission of the University to form the whole person.

The Bethlehem University Library also hosts the Turathuna Center – a resource center which aims at promoting knowledge of and love for Palestinian heritage and culture.

Objectives:

1. Provide collections and services to meet the needs and interests of the academic community.
2. Utilize appropriate technologies to maintain and improve Library operation and services.
3. Promote the awareness and use of the Library’s resources and services.

4. Coordinate and open channels of communication with the university faculties and departments for the sake of developing the Library's collection and improving the services.
5. Develop and maintain mutual relationships with other libraries in the region and with cultural and educational institutions.
6. Develop qualified and highly motivated staff that is service-oriented. Create a work atmosphere of professional competence to achieve high standards of performance and productivity.
7. Provide and maintain appropriate and upgraded facilities to enrich the learning-teaching process.

Internal Telephone Directory

Office / Services	Floor	Room No.	Tel. No.
Journal Services	Garden Floor		2487
Library Director	Ground Floor	103	2024
Information Desk Circulation Services	Ground Floor		2263
Arabic Technical Services Reference/Information Services	First Floor	205	2268
George Nasra Center	First Floor	206	2428
English Technical Services Information Services	Second Floor	306	2267
Archives	Third Floor	401	2426
Digital Services	Third Floor	401	2313

Bethlehem University Library serves the academic community of students, administration, faculty, staff, alumni, and visiting researchers. The four-story building, dedicated in 1978, has a capacity of approximately 100,000 volumes, and seating space for approximately **320** library users.

Bethlehem University Library features an open stack which provides quick and easy access to its readers, and uses the Library of Congress Classification System.

Library Opening Hours

The library is open from Monday to Friday from 8:00 AM – 4:00 PM. It is closed on university holidays.

Library Floor Plan

Garden Floor
Technology support unit Equipment lending Journal services Compactus Disability resources Garden courtyard
Ground Floor
Library director's Office Circulation services Information services References Books Printing station Quiet Study Area Computer Pool RFID Self check-in/out machines Discussion rooms 1 – 3 Circulating books: R28.3 – ZA 4480
First Floor
Arabic technical services George Nasra center (special collections of

<p>Palestine)</p> <p>Reference Information Area</p> <p>Printing station</p> <p>Discussion rooms 4-7</p> <p>Quiet Study Area</p> <p>Computer Pool</p> <p>Female Restrooms</p> <p>Circulating books: AC 1 – PR5442</p>
<p>Second Floor</p>
<p>English technical services</p> <p>Reference Information Area</p> <p>Printing station</p> <p>Discussion rooms 8 – 11</p> <p>Quiet Study Area</p> <p>Computer Pool</p> <p>Learning and Teaching Corner</p> <p>Bound periodicals</p> <p>Circulating books: PR 5480 – QR981</p> <p>Circulating books: foreign languages</p> <p>Staff Kitchenette</p> <p>Male Restrooms</p> <p>Café-library</p>
<p>Third Floor</p>
<p>Archival services</p> <p>Digital services</p>

Loan Policies

Bethlehem University Library grants borrowing privileges to all faculty, staff, and registered students.

Books: Faculty may borrow up to 20 books at a time for a period of 8 weeks, subject to renewal if not requested by another reader. In cases when a student might need a book borrowed by a faculty or staff member, priority is given to the student.

Reference books do not circulate except for class use. Faculty members can request—for the reference books themselves from the Director and return it immediately.

Periodicals: the latest issue of a periodical may be borrowed for the weekend only, and should be returned before 9:00 a.m. on Monday. Loose back issues may be borrowed any time for a period of one week. Bound volumes of periodicals are treated like reference books, that is, for Library use only.

Loan Procedure

Present your University ID card to the circulation staff. Faculty and staff are requested to keep their circulation record up-to-date. Faculty should not be allowed to lend books to students under their name, or get the books borrowed by a student. This causes confusion in the circulation records.

Security: An automatic security system is in place; be sure that all materials are properly checked out before passing through the exit.

Circulation Desk / Reserve Shelf

The Circulation Desk is the front desk of the Library where library materials are checked in/out.

Faculty may display books and other materials on the Reserve Shelf located behind the Circulation Desk. Faculty, themselves are requested to bring such materials and fill out the appropriate form. They should indicate whether they want the material to be borrowed overnight, or labeled Room Use Only. Once instructions are given, the library staffs are expected to follow them. Loose pages or just stapled materials will not be accepted for Reserve unless they are properly compiled.

Short documents for Electronic reserves can be posted on the library website.

Refer also to this link: [Library Circulation Desk](#)

[change link https://www.bethlehem.edu/ic/library/services/#1580125789224-712ac54f-9c94](https://www.bethlehem.edu/ic/library/services/#1580125789224-712ac54f-9c94)

Reference Desk

The library staff in charge of Reference/ information services is available to assist any library user who needs help in looking for library materials.

Journal/Periodical Room (Garden Floor)

Periodicals are arranged on the racks by broad categories such as General, Science, Business, Social Sciences, Economics, Languages, Nursing, etc. Back issues are kept in red boxes until a volume is complete, then bound and kept on the second floor.

Reference Section

All reference books, including teachers' dissertations and big sized art books are located in the Reference Section at Quiet study Area on the ground floor.

George Nasra Center for Palestinian Heritage–

George Nasra Center for Palestinian Heritage – Special Collections, was opened in 1990. Generous donations of Catholic Near East Welfare Association and Pontifical Mission to Palestine made this section of the Library a reality. Through the generosity of Ireland Aid a new addition to the first floor of the library was constructed in the year 2000. The new center was named Turathuna: Center for Palestinian Heritage at Bethlehem University. The Special Collection is now located in this center.

Holdings

The main collection includes reference and circulating books in all fields of knowledge related to Palestine and Palestinian affairs except literary works which are kept in the general collection. Old newspapers and periodicals like Falastin, Palestine Post, Mira't al-Sharq, Palestine Weekly and al-Carmel are available on microfilm. A microfilm/fiche reader-printer is available also for all users. Other types of materials like rare books and manuscripts are for Room Use Only.

Borrowing Policy

Bethlehem University Faculty both full timer and part timers, Staff and registered students may borrow materials from this Division within the same borrowing policies and procedures of the library. They all need to have a valid library card.

Researchers from outside the University may use the library upon getting the permission from the Library Director and signing the required form. A researcher must seek permission for photocopying manuscripts and/or other materials for study purposes, the same holds true before publishing any manuscript. Indiscriminate photocopying, which can be tantamount to publishing is not allowed. Researcher should inform the Library in advance of their timetable for research and use of the division.

Archives

The Archives organizes and preserves the history of Bethlehem University. Photographs, documents, brochures, newsletters, newspaper articles, course catalogs, and other memorabilia are collected. In 1999 the Archives was relocated to the third floor of the library and is included in the structure and organization of the library. Library Services

Library Instructional Sessions / Organized Tours and Visits

The Library staff offers special sessions to students, staff and faculty on the use of the Library and its different resources.

Prioritized Processing of books

The library continuously acquires new books throughout the academic year. These books are classified and cataloged as soon as they are purchased. Faculty members are always informed of the arrival of new acquisitions. If certain books are urgently needed, a faculty should inform the librarian in charge, and the books will be given priority in classification.

Library Liaison Team

The Library Liaison Team was initiated in 1984 to provide a channel of communication between the Library and Faculty for the purpose of improving library resources and services. The LLT meets annually (or as the need arises) upon an invitation from the Library Director with a proposed agenda.

Communications and Information are communicated both ways for better services Book Selection, Ordering, and Purchasing.

The Library has a book selection policy within which the staff in-charge of the Library operates. However, the faculty is very much encouraged to recommend titles in their fields of specialty but the ultimate responsibility for book selection rests with the Library Director and the staff in-charge.

The Library usually provides the faculty with up-to-date publishers' catalogs from which to select appropriate titles. Use "Online Acquisition" under "Library Services" on the library website to request new books for purchase. Once the request is received, the ordering procedure will be taken care of by the staff in-charge of book orders.

The general policy is to purchase one copy of every title. Periodical Selection

In selecting periodicals, the choices of the faculty are important and the Library Director should give weightage to their recommendation, but he/she should maintain some control of selection.

Gifts / Donations

Many valuable books and other reading materials are received as gifts and such gifts are encouraged and welcomed. When gifts are made to the Library, adequate and prompt acknowledgment is done through a thank you note or a letter. Gifts in terms of cash/check are handed over to the Vice President for Development, who in turn submits this to the Finance Office. The Library keeps a record of all donors.

Instructions

Study Atmosphere

A quiet study atmosphere should be maintained at all times in the Library. The support of faculty in this matter is very much appreciated.

Lost and Found

The Library assumes no responsibility for missing articles and valuables within its premises.

Food and Beverages

Food and beverage are not allowed in the Library.

Smoking

Smoking is strictly forbidden within the Library premises.

Assistance

Never hesitate to ask the library staff for help at any time.

Library of Congress Classification System

A	General Works	PG	Russian Literature
B-BJ	Philosophy, psychology	PJ-PM	Languages and Literatures of Asia, Africa, Oceania American Indian Languages Artificial Languages
BL-BX	Religion	PN	General Literature
C	Auxiliary Sciences of History	PR	English
D	History: General and Old World	PS	American
E-F	History: America	PQ	French, Italian, Spanish, Portuguese
G	Geography, Anthropology, Recreation	PT	German, Dutch, Scandinavian
H	Social Sciences	PZ	Fiction
J	Political Science	Q	Sciences
K	Law	R	Medicine
L	Education	S	Agriculture

M	Music. Books on Music	T	Technology
N	Fine Arts	U	Military Science
P-PA	General Philology and Linguistics Classical Languages and Literatures	V	Naval Science
PB-PH	Modern European Languages	Z	Bibliography. Library Science

Policies and Procedures - Students

Loan Procedures

The student must have a current university ID card in order to borrow books. The card is not transferable. Students may use the Self-Check In /Out machines. In case they face technical issues, they have to present the ID card with the books to the Library Staff on duty at the Circulation Desk. The loan period is for three weeks; five books plus one reserve book can be borrowed at a time. Seminar students are allowed seven books at a time. Reference books do not circulate. Reserve books may be used in the library upon deposit of the university ID card and may be borrowed overnight after 2:30 PM until 9:00 AM the following day. Reserve books are issued on a first come, first served basis. All books must be returned on the last day of classes of every term. Failure to do so, grades or graduation petition will be blocked through the Registrar's Office. A fine of one shekel (NIS 1.00) per day will be imposed on all those who keep books and materials past the due date and also for lost or damaged books. Suspension of library privileges will be imposed on those who do not follow these procedures.

Study Area

– Quiet study area:

The library has Quiet Study Area in three floors.

A quiet study atmosphere must be maintained at all times. The use of cell phones, food, beverages, and smoking is prohibited.

–Discussion rooms:

The Discussion Rooms of the three floors are available for group work or group study. Prior reservations can be done either online or walk-in.

Online reservations link: <https://www.bethlehem.edu/ic/library/discussion-rooms/>

Use of food, beverages, and smoking is prohibited.

Group Study Area

The library has space in the three floors for group study. Students can study individually, in pairs and in small groups.

Computer Pools

The library has computer pools in the three floors. Students can study/work individually, in pairs and in small groups.

Shelves

Students are requested to cooperate and maintain order of the shelves. Books are placed in order according to the call numbers; a call number is a combination of letters and numbers. Students are expected to take from the shelves only the needed books. Students are requested to place the books on the trolley.

Policies and Procedures for Graduates

Graduates of Bethlehem University have privileges to use the library only on Wednesdays and Fridays from 8:00 AM – 4:00 PM. A proper application form with an annual payment of NIS 50 and a personal picture must be submitted to receive a valid library card. All other policies and procedures for students apply to graduates.

Policies and Procedures for Off-Campus Users

During the academic year off-campus users from West Bank universities or those coming from overseas may use the library and its resources/facilities only on Wednesdays and Fridays, from 8:00 AM to 4:00 PM.

Special researchers are given a concession on a case-to-case basis and upon an interview meeting with the Library Director and with a proof of residence and with reference persons in Bethlehem. They are allowed to borrow books with a deposit of \$500 which is refundable.

After the summer session and in between semesters, the Library is closed to all for an inventory of books and for an upkeep of materials, resources, and equipment in order to prepare for the new academic term/year. Non-access to the Library is strictly enforced.

Stipulations of Inter-Library Loan Policies between Bethlehem University Library and Bethlehem Bible College Library

I. Inter-Library Loan (ILL):

- Definition:

An interlibrary loan between Bethlehem University Library and Bethlehem Bible College Library is a deliberate and concerted effort to share resources by making library materials available to all of the members, both faculty and students, of these two libraries and other possible eligible members (in the case of BU Library graduates, who are off-campus members/users and for Bethlehem Bible College Library, being also a public library, their outside users will avail of the same privilege).

- Rationale:

Considering our respective curricular offerings and our close geographical proximity, the librarians of both libraries share the perspective that our resources can be put to maximum use not only by our own clientele but also by accommodating other users/borrowers, especially of our respective libraries (as mentioned above).

II. Coverage of ILL Scheme

Bethlehem University Library and Bethlehem Bible College Library will make available resources that are in their general collection when their respective clientele request them. However, with the exception of circulating books at George Nasra Center for Palestinian Heritage, the borrowing of rare, unique, expensive materials, reference books, dissertations, theses and books on reserve. — items that would be difficult or impossible to purchase or replace—is not permitted. Issues or volumes of journals and recent newspapers are not usually available for circulation. The decision to make available any library resource remains exclusively with each of the libraries.

III. Procedures to observe in ILL

In normal circumstances, the library that needs materials from another library initiates the request either through a phone call or by email. Complete bibliographical information is provided so that search for the material can be carried out effectively and efficiently.

Once the book is retrieved from the shelf, it is set aside on a reserved section at the circulation desk until the interested library collects the item.

An online ILL request form can be filled in with the necessary information and sent by email to the respective library.

IV. Loan Policies and Restrictions

Bethlehem University Library stipulates its policies and restrictions on its own homepage.

As indicated, these policies and procedures govern faculty, staff, students, graduates, and off-campus users. Unless the books are in demand or placed on reserve, the other library may be able to borrow the needed books.

If the books or materials are needed by the members of the lending library, the borrowing library is given three days to return the books/materials on loan.

Penalties/fines for overdue, damaged, and lost books will be charged to the borrowing library. These are non-refundable. Specifications of fees and charges remain within the discretion of each of the libraries concerned. Books should be taken and returned by the respective borrowing library staff.

V. Library System (Libsys) Records at Bethlehem University Library

Bethlehem University Library utilizes Libsys, an automated system which is a package of circulation, cataloguing, and management tools. The Online Public Access Catalog (OPAC) allows access to our resources on- and off-campus. This access, in more ways than one, is a decided advantage for the Bethlehem Bible College Library users.

Policies and Procedures for Acceptance of Donation

Policy:

The Bethlehem University Library Staff continually seeks to add services and materials to the library collection so as to enhance its overall quality and its provision of excellent resources to support the academic curriculum. One of the means by which the library collection can be increased is through accepting gifts of books and periodicals as well as other hard-print and on-line donations based on the following **criterion:**

1. The content of the material is current.
2. The material treats topics related to the academic program of the University.
3. The material is appropriate for the reading and interest level of the students.

4. The material is in good condition. Old, worn out, or damaged material, especially books with torn pages, underlined and highlighted passages, and missing pages are not accepted.
5. Duplicate copies will not be added to the collection unless there is a need (as determined by the Library Staff in consultation with members of the faculty).
6. Only complete sets of periodicals and journals fulfilling the same criteria stated above will be accepted.

Procedure:

Persons or organizations wishing to make a donation of books, periodicals, to the Library are asked to follow these action steps.

1. Send list of materials for donation before the materials are shipped:

It is important that before materials are sent to the Library as a gift that the Library Staff be contacted and have an opportunity to review and approve the list of materials being considered to be donated. The person/s who wish to make a donation of library materials should send a list of the material (noting the author, title, publisher, publishing date, number of pages, and any other significant features) to the Library Staff.

2. Confirmation that materials for donation are appropriate for Bethlehem University:

Under the coordination of staff in charge and the appropriate faculty members will decide which materials are acceptable and would be of use to the Bethlehem University community. The staff in charge will then contact the person/s who wishes to make the donation **arranging for shipping materials to Bethlehem University:**

Unfortunately, due to cost constraints, Bethlehem University is not able to fund the transportation and shipping costs for the donation of books and other library materials. Consequently, donors are asked to make arrangements for shipping as part of their donation.

While the University Library cannot accept responsibility for the payment of shipping the donated books, we have been successful at times in making arrangements with some organizations who are able to assist donors in shipping materials to Bethlehem University at reduced or no costs.

For further information, please contact:

Mrs. Vera Koussa, verak@bethlehem.edu

Ms. Valerie Rock: vrock@bethlehem.edu

Library Director: library@bethlehem.edu

Digitization Project: Criteria for the selection of materials and policies for users

Introduction

Bethlehem University Library, the “heart of the academic community”, serves the University’s educational mission. In October 2009, the University Library embarked on a daunting project, that of digitizing four areas of its resource-collection envisioning a carefully selected array of materials to be converted into e-formats and make them available to on-campus and online users.

Hence, the project of digitization, first of its kind among the West Bank universities, has as one of its aims, the conversion of library resources into digital format to enhance the teaching-learning process in the classroom. It is also aimed at assisting the academics exchange resources with their fellow colleagues locally and internationally since their mobility is greatly paralyzed by checkpoints and walls built around the cities and villages where they live and work.

A. Arabic and English books – rare/old resources/newspapers on Palestine

I. Selection Criteria

Books and other resources (old newspapers and oral history recordings) are selected according to the following criteria:

- According to date (before 1900 and up to 1947, old and rare, without copyright dates/places, nor authors);
- According to subject (on and about Palestine, written/contributed by Palestinians living here in Palestine or overseas).
- According to subject interest and significant contribution to the arts, culture and education in Palestine; work by artists, painters, authors, etc., regardless of publication date.

II. Policies and Procedures

After selection and scanning of the book/manuscript, the staff in-charge prepares a full description of the content of the book or manuscript both in Arabic and English, including author, title, publishing date/place (if available), etc.

Past issues of newspapers are converted into pdf and are saved on the Online Public Access Catalog (OPAC) to make them accessible online. The Bethlehem University Journal annual issue basically follows the same procedure.

In general, access to such documents is done only through the OPAC.

Rare books and manuscripts should not be taken out of the Library. Copies made of online format are only for research or educational purposes and not for sale of any kind.

B. Archives

I. Selection criteria

Criteria for selecting materials to be digitized were based on the recommendation of the UNESCO Archivist who visited the Archives sometime in August of 2009.

1. The idea of preserving the value of the original materials is the main objective of digitization.
2. Another criteria in selecting materials to be digitized is the educational use of the materials to the teaching-learning activity in the university.
3. A practical criterion is space-saving; keeping ephemeral files on electronic format saves space for other more important records.

II. Procedures and policies

Digitized materials are recorded in the Library Management System (Libsys) and can be accessed through the OPAC. Most of the Video Cassette Recordings (VCR) Sector can be accessed immediately through the OPAC and can be used for educational purposes such as classroom activities and/or private viewing by teacher, staff, or student for research purposes only.

Digitized materials that are sensitive and confidential in nature such as recorded private interviews, lectures, talks, maps, plans and photographs cannot be accessed through the streaming server although stored in the OPAC and can be accessed with permission from the Archivist and/or Library Director.

Digitized materials (DVDA) which are permanently kept in the Archives can be copied by Faculty/Staff members of BU for research purposes. A request form can be filled out and a promissory note signed by the researcher stipulating using information gathered for a good purpose.

In general, no regular loans are allowed in the Archives considering the confidentiality of information found in its stored materials. If deemed necessary and upon permission of the respective authorities, some photocopying may be allowed.

NOTE: In all of the above-cited materials (found in A, B, & C sections), the Library has purchased scanners for the purpose of converting hard formats to digitized forms. Hence, the Library, with its funds has purchased these scanners which are included in its inventory of owned items.

One of the responsibilities of the library personnel is removing from the library collection those materials that are no longer appropriate nor supportive of the university curriculum. Removing such materials improves the overall quality of the collection.

Factors to be considered in removing materials from the library book collection include:

The condition of the book:	Missing pages, loose pages, fragile and brittle paper, torn cover, highlighting, writing, underlining, damaged binding, mutilated ...etc.
Duplicates:	The number of copies of the same book in relation to space on shelves and use. (Store in the Compactus)
Edition:	Superseded edition where content is cumulative (To be stored in the Compactus)
Content:	<ul style="list-style-type: none"> • material with outdated, inaccurate factual content • material with outdated interpretations of values, attitudes • materials with inappropriate reading, interest level • material no longer circulating
Cost:	replacing the book with a new copy

Updated as on 13th May 2022