

WEEDING POLICY

STATEMENT OF PURPOSE

Weeding, or the removal of materials from the collection, is an integral aspect of collection management. The regular withdrawal of outdated, damaged, or duplicate material saves space, makes the collection more appealing, and easier to use.

Primary responsibility for weeding falls on the Collection Development Librarian, who should review all items before their withdrawal. These reviews should focus particularly on qualitative factors, as listed in General Criteria (2). In making final decisions, the Collection Development Librarian may consult with faculty or other relevant authorities.

GENERAL CRITERIA

The following general criteria are used for weeding.

1. Usage/Age Criteria

- Frequency of Circulations/Time since Last Circulation
- In-house Use
- Interlibrary Loan Requests
- Date of Publication
- Content is Out of Date or No Longer Informative
- Superseded/Newer Editions Purchased

2. Value/Quality Criteria

- Enduring Value as Judged by Appearance on Standard Lists or other Specialist Opinion
- Historical Importance
- Uniqueness of Subject Matter/ Un-availability of Replacement Titles
- Current Availability of Title on Primary Market

3. Deteriorating Materials Criteria

- Badly Worn or Damaged
- Moldy or Water Damaged
- Un-necessary Duplication

Audiovisual Collection Weeding

Weeding of AV material is based on evolving curriculum needs and the aging of materials and equipment. Media formats are considered obsolete if the equipment necessary to play it is no longer commercially available. Such items need not be weeded, but serious consideration should be given to discarding the item or replacing it with a newer, more accessible format.

Journal Collection Weeding

Decisions to weed journal titles may be taken when:

- There are only a few volumes or issues of a title.
- The journal no longer shows value to the institution's mission.
- The journal is reliably available online. Examples include titles held as part of a JSTOR archival collection or titles whose back issues are made available on an open access basis.

Cooperative Considerations

To make materials more available within the wider University System, RACL encourages the preservation and retention of materials that are unique. If a title identified for weeding is unique within the system, consider:

- Retaining it
- Offering it to another USG Library which may be interested