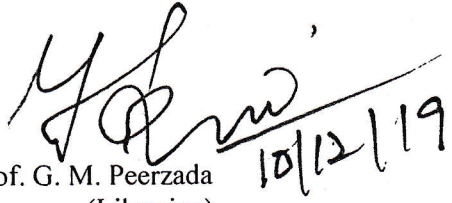




Allama Iqbal Library
(ISO 9001:2015 Certified Library)
University of Kashmir, Srinagar
(NAAC Accredited "A+" Grade University)
University Campus, Hazratbal, Srinagar-190006

Circular

It is to inform that Hon'ble Vice Chancellor in anticipation of the approval of the competent body authorized the weeding policy recommended by the Library Committee and endorsed by the Deans Committee. As such, all Heads of the Departments are requested to start the weeding process as per the policy attached.


Prof. G. M. Peerzada
(Librarian) 10/12/19

No.F(Weeding)AIL/KU/19
Dated: 10-12-2019

Copy to:

1. All HODs with request to kindly utilize the services of faculty members, library professionals and non-professionals to kick start the process.
2. Scientist "B" for uploading the circular on Allama Iqbal Library website.
3. FTS account holder of Allama Iqbal Library for uploading the circular.
4. File.

ITEM NO.: 22**TO CONSIDER THE PROPOSAL FOR WEEDING POLICY FOR UNIVERSITY OF KASHMIR:**

Weeding is necessary to prevent a library collection from becoming obsolete. At the same time, weeding is necessary because a library has limited physical space. It is simply not possible for a library with limited space to collect and to house all print and audiovisual materials. Weeding is the removal of an item from the library's active collection for the purpose of either discarding it or donating it for reuse to charity. Libraries are not permanent depositories of all that has been published thereby weeding is quite inevitable. The following are major established reasons for weeding:

- 1. To Improve the Quality of Collection.** Careful and regular weeding will enhance the quality and up-to-datedness of the collection, thereby building library users' trust.
- 2. To Save Space and Money.** Weeded materials no longer cost money for cleaning, binding, mending, extra stacks, extra files, and all the other hidden costs of maintenance and space, none of which are cut by lack of use. Crowded shelves can be avoided. There can be more space for tables and chairs for in-house research, and study.
- 3. To Save Time.** Collection weeding will save time for patrons and staff. Crowded shelves, full of ragged books with torn markings, cost time if one is trying to use the collection for research or looking for a particular book or trying to shelve books. An overload of useless books increases the library housekeeping.
- 4. To Make the Library More Appealing.** Attractive new books will replace old and unattractive ones as a result of weeding.
- 5. To Provide Feedback on the Collection's Strengths and Weaknesses.** Systematic weeding increases staff knowledge of the collection. This can be extremely helpful in collection building practices.

Guidelines for Withdrawal

There can be no hard and fast rules that determine which items to withdraw, but there are general guidelines which help the librarian make such decisions. Some of the guidelines against which each item will be evaluated includes the following:

1. The content of library materials should be accurate and up to date. Materials that are superseded by newer, revised, or updated editions can be weeded.
2. Books that are mutilated by users because of constant use should be withdrawn.
3. Best sellers, fiction non-fiction used by hundreds of readers becomes worn-out after sometime. Such documents should be weeded out.
4. Textbooks and language books printed on inferior quality paper deteriorate soon. They can be weeded out once they are worn out.
5. In the field of science and technology the developments are so fast that the books published twenty or thirty years ago become outdated. Such books have to be weeded out and replaced by latest edition or by new books on the subject.
6. Reference books such as Yearbooks, Annuals, Handbooks, etc. that are published periodically have to be replaced with their new editions and the older editions are to be discarded.
7. With the advent of microforms, CD-ROMs, and other space saving technology useful information can be stored in them. Some of the books and journals after the frequency of their use get reduced or even in the beginning itself should be replaced by such new form of documents.
8. Because of space limitations the library may weed duplicate copies of library materials. Library staff will take into consideration the need to have more than one copy of a title on hand, especially for materials that are heavily used or are a part of a university-wide program.
9. Materials that are part of a multi-volume set of which the library does not have all volumes may be weeded.
10. Coverage of the subject by other materials
11. Low or no usage can be a factor for weeding decisions, and a decision could be reached by consulting circulation Statistics of last 5 years.
12. The library will not weed materials that are considered unique.

Who will determine weeding.

The following individuals will determine what needs to be weeded:

- a) The Librarian be given the responsibility for a particular subject area or discipline, and/or the Collection Development Librarian.

b) An appointed faculty representative of a particular subject area or discipline. Faculty input is critical to the success of maintaining a viable library collection, and their input will be solicited and given full consideration.

What to do with Weeded out Materials.

Of course, books and other materials completely worn out, mutilated and irreparable can be sold just like old news papers and ephemeral materials.

But if the books are in good condition particularly if they are older editions of reference sources like encyclopedias, handbooks, etc. they can be donated to other libraries which are not in a position to buy such costly books.

The Accession Register shall carry the entry that the document is written off; quoting the relevant orders or proceedings of the concerned authority. Shelf list, catalogue and other records shall be rectified by deleting the entries relating to the weeded out documents.

Step 1: Library team will prepare a list of old and obsolete titles not used since last 5 years and organize subject wise.

Step 2: The list will be circulated to concerned sections for review.

Step 3: After review by concerned sections, the list should get approved by the Hon'ble Vice Chancellor.

Step 4: The approved books will be withdrawn from the live collection and placed for pick up by Departments /Colleges and other institutions.

Step 5: For the remaining titles, Library shall take the approval from Competent Authority before disposal as junk paper to Kabadiwala.

The item is placed before the library committee for approval.