



# MAYNAGURI COLLEGE

ACCREDITED BY NAAC "B+"

(Maynaguri, Dist :Jalpaiguri, West Bengal, Pin - 735224)

## LIBRARY

E-mail : librarymaynaguricollege@gmail.com

Ref. No. ....

Date 17/8/2024

## WEEDING POLICY

### WHY ARE WE WEEDING ?

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. 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. It has been said that many patrons feel that the experts select library books and the mere fact that the book is in the library lends authority to it. To foster and ensure this reputation, weeding is a necessity.
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 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 all 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.

## **GENERAL WEEDING CRITERIA**

1. Superseded editions not containing unique information, data, or providing a historical reference not available in the most current edition.
2. Titles unused within a reasonable span of time based on subject and scope of the work except for items considered standard editions or classics.
3. Duplicate titles unless a proven demand exists for multiple copies.
4. Materials that do not support the current college curriculum.
5. Items in poor condition that are beyond reasonable preservation efforts.

## **WEEDING PROCEDURES:**

### **Selection of Material**

The library staff visits the shelves, picks up the item after reviewing the title, its contents, and the issue slip to determine the amount of use of the book for possible withdrawal from the library collection. After the selection of material, the following procedures are followed:

1. The online catalog is checked to find out: the number of copies available in the library; whether a subsequent edition is available or not; and the date of publication. The catalog is also checked to find out whether or not other sources on the same topic and subject are available in the library before deciding to weed out the title.
2. It is also determined if the information contained in the item is available in any other source or not.
3. The physical condition of the book is checked.
4. A brief annotation about the item is prepared.

### **Preparation of List**

1. A list of selected materials for weeding is prepared with the following details:
  - Author, Title, Call No., Accession No., Publisher, Year of Publication, Copy No., Edition/ Volume, Type of material, Holdings in the Main Library, Reasons for withdrawal, Action including Recommendation and/or Decision.

**Disposal:** Materials will be disposed in the following way, according to the appropriate circumstances:

1. The donor (if a gifted Book) will have the right of first refusal to accept the materials.
2. Materials may be transferred to another institution.
3. Materials may be destroyed in a proper and safe manner appropriate to the material.
4. Materials may be sold; all proceeds are to be disposed of according to college regulations.
5. Books or other published works may be offered to the library's general collections where students are free to use or lend without any documentation, if appropriate.

**OTHER GUIDELINES:**

Before disposing of library materials, the following steps are to be taken:

1. All weeded out materials must be stamped with the Library's DISCARD or WITHDRAWN stamp to show that they are no longer library property. Call number labels may be covered with tape or crossed if the items are to be sold.
2. A list of all items to be disposed of must be prepared and copies to be retained for deleting their records, to libraries receiving them as donations, and to any other location the materials are being sent.
3. Respective items and bib records must be deleted from the library catalog or saved with remarks of Weeding. Accession Register must have the remarks of Weeding out too.
4. Bar codes must be desensitized from the weeded out material, before its disposal.

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