

WEEDING POLICY

STATEMENT OF PURPOSE

Odum Library attempts to provide easy access to its materials. Our collections are selected with care and are maintained with similar consideration. Weeding, or the removal of materials from the collection, is an integral and ongoing aspect of collection management. It is the responsibility of the Librarians to monitor and weed the collection. The following general criteria are used for weeding.

- Material in poor physical condition
- Outdated material
- Material superseded by newer or revised editions
- Unnecessary duplicate materials

Factors which influence the selection of library materials also apply to the weeding of the collection.

GENERAL CRITERIA

1. Usage/Age Criteria

- Frequency of Use or Potential Use
- In-house Use
- Interlibrary Loan Requests
- Age
- Content is out of Date and is No Longer Accurate or Informative

2. Value/Quality Criteria

- Subject Matter
- Historical Importance
- Cost
- Availability of Other Materials in the Field
- Physical Appearance/Condition Relative to Other Factors of Importance
- Individual Monograph Titles are Judged of Value/Quality by Appearance on Standard Lists or By Opinion of a Specialist or Group of Specialists.

3. Deteriorating Materials Criteria

- Worn or Damaged
- Aged or Dirty
- Superseded or Newer Editions Purchased
- Duplicated

Reference Collection Weeding

Reference collection weeding does not mean that all weeded items are discarded; but rather many will be relocated to the circulating collection.

Audiovisual Collection Weeding

Audiovisual collection weeding is based on the evolving curriculum needs and the aging of materials and equipment.

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 publication has been discontinued.
- The journal no longer shows value to the institution's mission.

Regent's Academic Committee on Libraries

Cooperative collection development for the University System of Georgia encourages the preservation and retention of materials that are unique; therefore, weeded titles may be:

- Checked against the University System of Georgia Library Holdings
- Offered to the University of Georgia Libraries when no other library in the University System of Georgia owns a copy.