Library & Information Service

WEEDING GUIDELINES

Title	**NWU LIS Weeding Guidelines**
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1 Statement

Weeding or deselection is a dynamic process that is applied regularly and as the need arises to manage the library collection. The intention is to evaluate and maintain the collection by removing outdated, non-circulating, duplicate and damaged materials. The collection must be assessed periodically to save space and keep the collection updated.

2 Definitions

- “Weeding” means assessing the relevancy of information resources and permanently removing them from the shelves.
- “Deaccession” means the removal of an item from the library accession register and officially from the library collection.
- “Recycling” selling redundant books to a wastepaper company.
- “Deselection” means removing information resources that are not viable from the library collection.
- “Information resources” means print information resources, media information resources, reference information resources and audio-visual and multimedia.
- “Soft copy use/Inhouse use” are items used inside the library and not taken out (issued). Loan services count these titles manually.

3 Reasons:

- To improve the collection and keep it relevant.
- To save space.
- To save the time of users and staff.
- To make the collection more attractive.
- To evaluate strong and weak points in the collection.
- To identify worn material and send it to the bindery for repairs.

4 Rules/ Criteria for Weeding

- Currency - the content of information resources should be up to date; those superseded by revised editions may be weeded.
- Usage - low or no usage may be a factor in weeding decisions, considering internal use (soft copy use / inhouse use)
- Physical condition - information resources beyond reasonable preservation efforts will be weeded.
- Duplicates—The library must weed out duplicate information resources due to space limitations (following the Collection Development Guidelines).
- Completeness - information resources in a multi-volume set that does not have all volumes may be withdrawn.

5 Roles and responsibilities

5.1 Role of Information Services

- Assess the relevancy of resources and withdraw them from the shelves.
- Decide on damaged books that can be replaced.
- Decide on books to be donated.
- Decide on damaged books that can still be used and sent for repairs (binding).
- Decide on books to be sent to wastepaper for pulping.

5.2 Role of Information Resources: Cataloguing

- For recycled, donated, and sold books: Permanently remove holdings, including books that are regarded as redundant, from the Library Integrated System.
- For items being retained: Change the Local Holdings Record to the relevant temporary location, ensuring it does not display as available.
- Create a list of weeded materials and send it to the Manager: IR to keep records for three years for auditing purposes.

5.3 Role of Loan Services

- Receive identified books from Information Services and IR
- Change the status/location of books sent for binding to “Binding” and send them to the Bindery.

- Inform the LIS: Office for OPQ (Senior Manager: Outreach, Projects & Quality) about the readiness of books to be disposed of.

5.4 Role of the LIS: Office for OPQ

- Arrange books for selling.
- Arrange with the wastepaper company to fetch weeded books.
- Arrange with identified schools, institutions, etc., to whom the books have been donated.

5.5 Role of the Director: Shared Services

- Inform lecturers about weeded books displayed temporarily (one month).
- Sign off all the weeded books.
- Request a letter of acknowledgement of receipt from the recipient for Auditors.

6 Procedure

6.1 Books that are torn and beyond repair

- Assess the relevancy of the book.
- If the book is beyond repair, it must be weeded permanently, and Cataloguers must follow the procedure for removing holdings from the library catalogue.
- Or if the book can be repaired, then the status must be changed and sent for repair.
- Cataloguers must compile a list of weeded books.
- Shelf Assistants pack books in boxes
- LIS OPQ Office, in liaison with Loan Services managers, arrange with wastepaper company for pulping.
- Director: Shared Services signs off on weeded materials.

6.2 Books that are redundant

- Assess the relevancy of the book
- If the book is 20 years old and redundant, it may be weeded (in consultation with the Librarian: Special collections and other relevant subject specialists).
- If it can be used in other settings, it can be donated or sold.
- Invite academics to confirm redundancy.
- If it cannot be used, it must be weeded permanently, and Cataloguers must follow the procedure for removing holdings from the library catalogue.
- Cataloguers will create a list of weeded books. Shelf Assistants desensitise the books, put weeded stamps, and pack them in boxes.
- LIS OPQ Office, in liaison with Loan Services managers, arrange for the disposal of weeded materials,
- Director: Shared Services signs off on weeded materials.

7 Stocktaking

- The library does not currently have stocktaking software; Loan Services still needs to investigate the use of the Digby App, which Sabinet recommended regarding WMS.

8 Special collections and preservation

9 Related guidelines

9.1 Collection Development Guidelines