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## WEEDING OUT POLICY FOR LIBRARY COLLECTIONS

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*Abstract: The process of periodically and continuously evaluating a library's holdings with the aim of eliminating worn-out, damaged, and infrequently used books is known as weeding. The library's resources are kept weeded to make sure they are accessible, appealing, and of use to readers.*

*Keywords: Weeding, Policy, Library.*

### Introduction:

#### Weeding Concept:

The CREW approach outlines six broad factors that should be taken into consideration before removing a book from the library's collection, according to American Library Association Council (2009). The acronym MUSTIE serves as a summary of these.

M=Misleading

U= Ugly

S= Superseded T= Trivial

I= Irrelevant to the needs and interests of the library's community E= Elsewhere

Additionally, weeding saves users time by making the collection easier to access. It has an impact on the fourth and fifth law of library science proposed by Dr.

S.R. Ranganathan.

#### Need For Weeding the Library Material

Shelf space is limited in libraries, thus books must be removed in order to maximise the space that is available for storage. The library may purchase multiple copies of books when they are first published or at the beginning of introducing new courses to conform to patterns, but later they lose popularity as the course structure changes or the newest additions take centre stage in their course requirements. Is it necessary to ensure that the collection is pertinent to the students' needs? Additionally, other books on related topics may be weeded.

The price of protecting a book on an open shelf from insects, dust, and environmental humidity Nevertheless, some books linger on the shelf unchecked for years. Additionally,

keeping severely damaged library materials under normal conditions is time-consuming, expensive, and requires a lot of manpower. If the aforementioned children's material is not read out, the expense of constructing construction or an extension to accommodate future collection is also quite high. Finding the books they want and new books of interest will be easier once this collection lacks pattern.

### **Criteria For Weeding The Library Collections:**

First, search for seven-year-old documents that are linked to law, space, geography, travel and transportation. As an illustration, dictionaries that are ten years old or older will be eliminated as they seem to miss newer words or changes in languages and terminology. However, the contents should be no more than five years old in terms of technology, research, health, and medicine.

Unlike yearbooks and almanacs, which recommended discarding items after two years? Some topics, such as those involving law, medicine, or technology, require ongoing research. Second, if an object is used seldom or not at all, it may be eliminated from the collection. To determine and make weeding decisions in this regard, librarians must rely on circulation figures. As a result, books without an index, a table of contents, or with poorly arranged content must be deleted from a collection.

Thirdly, it is also necessary to eliminate from the collection any back issues of magazines that are not indexed. In keeping with previous advice, the library is nevertheless urged to keep removing "none frequently borrow" items from the collection. This is what is referred to as the usability of materials; in other words, these materials no longer fulfil the needs of the parent community and must be weeded out.

Afterword based on physical condition, materials that are severely degraded or damaged past the point where reasonable preservation attempts can be made will be weeded. Librarians make sure that all faculty members benefit from the collection that is available. Therefore, using inventory to identify damaged or material that has to be removed could be helpful in this regard. The amount of space available will determine whether duplicate copies are kept. Whether to keep duplicates or not is at the librarians' discretion and relies on how many users need these duplicate resources. If not, the library frequently has to withdraw several copies that are no longer needed. In order to preserve access equality, keeping duplicates is contingent on how frequently they are used as a precaution. But maintaining extremely rare materials is only one aspect of condition.

### **Barriers To Weeding:**

There are many things that make weeding difficult. Some of them include:

Lack of time

Inexperienced personnel

Professional weariness and reluctance

Demand for greater space if the shelves are crowded The conviction that the book may be required in the future and the sacredness of books.

**Conclusion:**

Under the supervision of the university library, the college library associated with a university must maintain a dormitory library for reference purposes. The library should advise faculty to choose books from publishers' most recent catalogues in accordance with their course requirements rather than making a whim selection from a supplier list.

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