

## **Weeding Policy**

What is weeding?

Weeding is an essential part of maintaining a relevant, balanced and up-to-date collection. The library collection is regularly reviewed to determine which items should be removed from the shelves. Items in the collection are assessed for their condition, currency, value to the collection, duplication and historical references.

Library staff members are assigned sections of the collection to review and they recommend titles for removal. However, faculty input is vital to this process. The suggestions and recommendations of the faculty are an important part of maintaining the collection.

### **Faculty weeding process**

Each department will appoint one or two representatives. It does not have to be the same person each semester. The faculty volunteers should indicate to the College Librarian their areas of interest. Weeding assignments will be devised using that information.

At the end of the spring and fall semesters, the faculty members will contact the College Librarian and make arrangements to come into the Library of their choice (Bethpage, Patchogue or Queens). The Librarian will show the faculty volunteer to the designated section and give the faculty volunteer a shelf list of the titles in that section. The shelf list will also include columns to comment on the content and condition of the items and columns indicating to Library staff what action to take on the item.

Upon completion, Librarian or College Librarian will assess and make final determination on removal.

There is a log book on each campus to faculty and staff to record any issues, concern or relevant comments in addition to recording the date and section evaluated.

## **Collection Evaluation**

### **Content**

To what extent the information in the collection is:

1. Excellent: Date of publication is within the past two to three years;  
high percentage of references are less than ten years old;  
content of item is pertinent to the current curriculum.
2. Good: Date of publication is between 3-5 years old;  
moderate percentage of references are less than ten years old;  
collection item contains good historic content;  
content of item is useful to the current curriculum.
3. Fair: Date of publication is 5-10 years;  
a minimal percentage of the references are less than ten years old;  
the collection item contains fair historic content;  
content of the collection item is marginally useful to the current curriculum.
4. Poor: Date of publication is more than ten years;  
references are more than ten years old;  
item contains obsolete subject matter;

content of the collection has little, if any, value to the current curriculum;  
item could soon be discarded from the collection.

5. Reject: Item is not appropriate for an academic library.

#### Key to reference percentages

High percentage of references are less than ten years old: >50%

Moderate percentage: 25-50%

Minimal percentage: 10-25%

Low percentage: <10%

#### Condition

Physical condition of the item is:

1. Excellent: Item is basically new;  
Little evidence of wear.
2. Good: Item has been in collection for a few years;  
Some evidence of wear but still in good condition;  
If item is a book, no torn pages, little or no handwriting on the pages;  
Binding in good condition.
3. Fair: Item shows wear;  
Item can still serve as a functional element of the collection;  
If item is a book, some pages are creased or torn;  
All pages are in the book;  
Binding is still intact.
4. Poor: Item is worn but can still be used;  
Item has limited lifespan in collection;  
If item is a book, pages are faded, print almost unreadable, pages are torn.
5. Reject: Item is badly worn and cannot serve as a functional part of the collection;  
Item has exceeded its lifespan in collection;  
If item is a book, pages are missing, unreadable; binding is broken.

#### Course of action:

Replace: obtain a new copy or updated version of the item and discard original item. If a new copy cannot be obtained, retain original.

Replace and retain: obtain a new copy or updated version and retain original item.

Discard: Collection item is not suitable for academic collection.