



ADVOCATING FOR WEEDING OUT OF BOOKS IN THE LIBRARY

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ABSTRACT

This paper is a case study of library policy for weeding the damaged, old, out of date, unused library collections. The paper act to highlight the barriers and the need of weeding library collections. It discusses the criteria used to weed the collections in the library devised by the Library Advisory Committee. The study is limited to the weeding of library books. The weeding procedure at library not only makes the collections vivacious but also helps in marketing of the Library and its resources. This study will be very fruitful for those library professionals who wish to undertake weeding of their collections to make them energetic and updated.

Keywords: Weeding out, Library, Library policy.

INTRODUCTION

Weeding out of books means removing books which are found not useful or not serviceable from a library. With the explosion of information, day by day new information coming up and some of the earlier information are becoming outdated. Saving space is not the only reason for weeding out of books. With passage of time some of the books may get worn out and become useless. That's why the library requires weeding out the useless collection. Weeding is a boring and lazy task for the library staff. The library collections are increasing day by day in a fast rate. Librarians being Gardner of books try to keep the library alive like a garden. They act as a gardener and try to remove the unnecessary collection of books. Weeding out of books is a continuous practice and always regarded as important part of collection development policy. Weeding out of books save the space as well as keep the collection update and dynamic. This process saves the time of the students also. The weeding practice has the implications to both the fourth and fifth law of library science given by Dr. S.R. Ranganathan.

According to the Harrod's Librarian Glossary and Reference Book, "discarding from stock, books which are considered to be of no further use.1"

Uma and Suseela (2013) in their study advocates the importance of weeding in university libraries. Necessity of weeding is applied in order to keep collection up to date and in providing greater accessibility to the users.

Dilevko and Gottlieb (2003)5 discusses the weeding practices in public libraries. The most important factor of weeding is circulation, physical condition and accuracy of collection. They find that librarians believe that weeding practice increases the use of books and user gets satisfaction.

WAY OF WEEDING OUT

1. **Need:** collecting data to determine the need of the weeding out of books.





2. **Construction:** construct the weeding out committee.
3. **Policies:** writing the weeding out policy.
4. **Selection:** deciding which collection to be weeded out from the library.
5. **Weeding out:** adopt the policy and weeded out the worn and outdated collections.
6. **Briefing:** briefing the report by the weeding out committee.

NEED OF WEEDING OUT

Weeding is a needed service that will enhance the credibility and use of the library collection. A library generates information on the current collections and dissemination it to its users. It is clear that a library was framed as a place that offers secure, clean, and fresh informative product with the sound environment. The benefit of weeding is that it increases the use of books and user satisfaction.

Completely mutilated or torn books those can no longer maintain in library even by their repairs. The printed reference books, periodicals and back volumes of journals, yearbooks, directories can be considered for weeding when they are replaced with latest online and print version. This information raise questions about the scope to which libraries and their collections are becoming old, out dated, and out of print, whether such old and out dated books serve the interests of their users.

BENEFITS OF WEEDING OUT

It helps to creates an up-to-date collection, Ensures that all parts of the collection have been evaluated for impartiality issues and need of their user, supportive to remove the gap of latest information, Directs further collection development, Provides a cleaner and more collection, Makes it easier to search and relevant information which easier to maintain the library, Highlights and makes accessible new and exciting information.

WHAT COLLECTION SHOULD BE WEEDED OUT AND NOT TO BE WEEDED OUT?

After the careful examination of the shelf list, the books with poor content which are outdated, incorrect fact, duplicate copies of textbooks, unused sets of books, repetitious materials, superseded or out dated editions, unpopular, unused or unneeded materials that no longer fit for the syllabus, unneeded titles in the particular subject areas, inappropriate reading collection according to reading tastes and interests besides this, that collections must be weeded out like books with poor physical appearance, worn, dirty covers, poorly bound, mutilated or edited by students, missing pages and poor quality pictures etc. are weeded out from the library

Accurate reference sources such as encyclopedias, Dictionaries, Atlases, Almanacs and Yearbooks having latest meaning and words are not require to weeded out from the collections

Steps for weeding out

Step 1: Identifying the books to be weeded: Before starting the weeding process, books for weeding are identified from library based upon their content, use and reference. One title of the each book having multiple copies from different subjects and reference sections is retained.



Step 2: Desehelving: The books which are identified for weeding out are deselected and located at a separate place in the library.

Step 3: Preparation of the list: Then a list of total collection having their accession number is prepared.

Step 4: Circulating the list: The list will be circulated among the faculty members for their suggestions.

Step 5: Prepared the list and proposed for withdrawal: After getting the suggestions and feedback from the faculty side a shelf list of books is prepared and updates the collection of the books under weeding process and proposed it for withdrawal.

Step 6: Get approval from Library Advisory Committee: Put up the file for the approval of the Library Advisory Committee (LAC).

Step 7: Going to be Write-off: After the approval of the Committee, the Library staff is going to remove the out dated books from the Accession Register under the guidelines of the library committee. Then the library staff prepared a write off list and entered it in the withdrawal register.

Step 8: To invite quotations from the junk dealers: After getting the highest quotation rates from junk dealers, these mutilated and outdated books sell to them and amount received from the junk dealer deposited to the account clerk.

DISCUSSION

When there is rare book among a shelf full of books, the user will soon fatigue of the out dated collection. Weeding out obsolete, ugly and inappropriate collection will give the library a reputation for reliability in the opinion of its users.

And also by replacing the filthy books and we can make our library more Appealing and attractive by adding the new books and that lead to increase the Circulation of books. The library staffs are capable to do the weeding task one who has a complete knowledge of the collection, of syllabus, and of the reading behavior among their users. Sometimes the library staff is unsure about some books the faculty should be consulted for their opinions.

After the completion of weeding out the shelf space becomes available when the useless and out dated materials are discarded. With the added possibility of moving the empty and unneeded shelving out thus creating space where working place for tools, tables and chairs can be placed for the library use. It also maintains the quality of collection. The clean collection and an empty space on the shelves is visual evidence for the need of more funds. By doing that job a library can save the time of students, teachers, and the library staff. We can increase the participation of the students in library by providing them dusting and pasting work under 'Earn While You Learn scheme' for the betterment of the library.

There is no particular rule for the weeding out of books. But few norms often use in practices by the library professionals. From the above study it is found that weeding of library material is important practice in library with regard to making space for the new books. However the weeding practices differ according to their library collections and storage requirements and policies. UGC committee in 1957 made complete recommendations for the weeding out of



unwanted or unserviceable documents etc. This committee also published a document on development of university and college libraries in 1965 forming guidelines for effective library management. The National Knowledge Commission issued guidelines in 2007 to the libraries that the weeding out of books should be a regular process. Each library should develop a weeding out policy approved by the competent authority. A thorough weeding every three years is imperative with 6 to 10% of the collection. According to The American Library Association the 5% of the collection be weeded per thousand. An average life of a book in the collection is almost ten years. Many factors affect this estimate of life span as multi-disciplinary changes, technical amendments, more use of the collection.

CONCLUSION

Weeding of library collection is an arduous task for the library professionals but to make collection healthy for the users, weeding is an indispensable activity. Before going to this task library should adopt a written library policy approved by the library committee also consulted with the library professionals. That should be a periodic process because it also facilitate in evaluate and to update the collection. The libraries should weed out the inaccurate, outdated or torn books in view to meet the latest library collection. It also helps us to keeping the collecting dynamic.

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