

Weeding (Removing) Regulations of the Central Library and Publication and Documentation Center of Shahid Beheshti University

Bahman 1395

Article 1- Definition

Weeding (Removing) is a process through which redundant or useless books are removed from the collection.

Article 2- Purpose

Since the library collection is considered as a growing organism, therefore, the accumulation of redundant and useless books would be prevented through weeding (removing) and the necessary space would be provided for new books and the growth of the collection.

Article 3- Importance

If the library collection is continuously added without weeding (removing) and subtraction, there would be no more room for new books. This causes new books to be rarely purchased due to lack of space; the access to the resources becomes so difficult for users that they cannot find what they want and they have to stop using the resources because not only the resources are not up-to-date but also old and worn books are among a large volume of books make problems for users and librarians.

Article 4- Rules and Standards

- a. Appearance:** textbooks with inappropriate conditions could be removed from the collection, but if they are popular books, they have to be replaced with new versions.
- b. Duplicate edition:** this case includes books whose duplicate editions have been collected in the collection without any reason beyond the necessity, or it is related to books that were popular titles according to the conditions and situation, and therefore, duplicate editions are prepared from them. It has been included in the collection, but in the current situation, they have lost their thematic importance, and one copy of it is sufficient in the collection, so duplicate copies should be weeded (removed) from the collection.
- c. Older and obsolete editions:** this standard applies mostly to scientific books that the old edition becomes obsolete with the entry of a newer edition, it is necessary to weed (remove) the old edition from the collection.
- d. Old and low-value content:** some scientific books lose their validity after years and become low-value. For example, in the case of programming languages and computer science, the content of books expires quickly.
- e. The amount of usage:** by examining the number of times a book is used or borrowed, it is possible to find out which books are used rarely or unused (to remove them). For this purpose, a time frame of three years could be considered, and a book that has not been used for three years should be weeded (removed) from the collection.

Note 1- In all cases of Article 4, it is necessary to have at least two copies of specialized books.

Article 5- Manpower/Human Resource

The librarians of each department are the best people to do the weeding (removing) because they are more familiar with their collection than others, and, they know the needs of their users better than the others.

Article 6- Procedures of weeding (removing)

The librarian is obliged to review the collection and carry out the weeding (removing) process on an annual basis to provide space for new books and to update his/her collection based on the listed criteria and subject categories. At the end of the weeding (removing), the weeded (removed) books should be examined by a committee composed of several expert librarians of the library so that if an exceptional book is found, it could be returned to the collection.

Article 7- Steps after weeding (removing)

After it is known which books should be confiscated and weeded (removed) from the library collection, minutes signed by the person in charge of the library department, the library director, and other people who have the responsibility in this matter should be prepared and signed to clarify the fate of the books such as donation and exchange with other libraries. (It is necessary to mention the registration number, book title, author's name, and other details of the book). After the physical weeding (removing) of the resources, the list of weeded books should be provided to the Organization Department so that they could be weeded (removed) electronically from the library software.

Note 2- The library in charge staff must keep a list of the weeded (removed) books with the signatures of all staff in the library archive; he/she should write the weeded (removed) books in the library register (or in the library software) along with the date of the weeding (removing).

- This regulation has been prepared by using the common scientific standards as a guide for weeding (removing) the collection of the library in 7 articles and 2 notes.