

Weeding Policy

Radford University Libraries

Weeding is conducted on a continuous basis at Radford University Libraries. Maintaining a collection that is current, relevant, and in good condition is important to support students, faculty, and staff at Radford University

Responsibility for Weeding

The libraries' Collection Development Mission Statement:

The Collection Development Committee is primarily responsible for the development of the collection including the selection of new materials as well as the continuous review of the existing collection.

Collection development is a shared responsibility. While the principal responsibility for

- Duplicates
Due to space limitations, the library may weed duplicate copies of library materials. Liaisons will consider the need to have more than one copy of a title.
- Completeness
Materials that are part of a multivolume set of which the library does not have all volumes may be weeded.
- Uniqueness
The library will not weed materials that are considered unique.
- Format Obsolescence
Materials in obsolete formats will be weeded if the content is available elsewhere, the material is in poor condition, or is no longer relevant to the University community.

Formats and Material Types

- ❖ McCONNELL LIBRARY BOOKS GUIDELINES FOR WEEDING (2009-2014, 2016-2020, 2022-2027)

Frequency:

Continuous 5-year projects (4 years of review, 1 year to wrap up physical weeding).

Points to consider when assessing titles:

- Appropriateness for current and expected future curriculum including level of content
- Usage, considering the size of the target audience
- Listing in a “best books” resource or other standard bibliography such as Choice360.org
- Physical condition
- Dated content (not valuable for historical perspective in the discipline)
- Superseded editions (particularly textbooks, handbooks, guidebooks)
- Multiple copies (continuing need)
- Duplication of content (in other editions, reprints, translations, collected works, etc.)

- Consult the chart of class ranges sorted by department to identify the ranges to be evaluated.
- Remember that it may take up to four years to cover all of the holdings supporting some departments.
- Please find your files under the appropriate folder by fund code and year.
- Please save this spreadsheet.
- You will record your recommendations in this copy and forward it to the Collections Assistant when you are finished. Save it in the "Reviewed Lists" folder and notify the Collections Assistant
- Do not delete columns in the spreadsheet (hiding columns is permitted). You may add a column for comments to yourself if you wish.
- Review checkout and internal usage data, particularly for indications of recent usage.
- Scan spreadsheet to look for superseded or variant editions that could be weeded.
- Review shelves to look for items in poor condition.
- Also remember that we may have added newer editions in the last 5 years that may be detected by scanning the shelves (Obviously, this won't help with e books) you may also want to search the catalog to identify those as these will not be on your spreadsheets.
- The "Safe to Weed" titles have been identified on the weeding spreadsheet. There are a total of 8 Virginia libraries participating in the shared collection project.
- If you are recommending weeding of an item, enter "W" in the leftmost column (Rec).
- You may want to record a brief indication of your reason for recommending weeding. Please do so in the Note column.
- If you have a laptop, you may want to take it to the stacks with you.

Please note:

- It is important that you submit your full list with your recommendations, not just your recommendations. This will help us catch any issues like part of a set or duplicates.
- When you are finished reviewing and marking your weeding recommendations, please save a copy of your final list in the C.D. Share
- When you are notified about lists ready for you to "rescue", you will be t2(ng)6 (r)14 (e)3 (c)

❖ RUC LIBRARY BOOKS: GUIDELINES FOR WEEDING

Frequency:

Ongoing

- Materials are weeded as they become obsolete, are replaced with newer editions, or cease to show meaningful circulation or usage
- Older editions may be kept if they are still in use by faculty in their courses
- Clinical practice related nursing materials removed if it is more than five years old
- If, during regular inventory, sections are identified in need of review for currency and curriculum support, they will be reviewed by the appropriate RUCL librarian

❖ EBOOKS (owned): GUIDELINES FOR WEEDING (2020-2021)

Frequency:

Every 10 years

Scope:

Review all of the ebooks we have purchased as Firm orders, Approval, or DDA through last year. Please keep in mind that we may have other editions in print, in ebook format from a subscription, or as untriggered DDA ebooks.

When we do print book assessments, we only look at titles that can be weeded which means that we don't review titles purchased in the last 5 years or titles we are retaining as part of our VIVA retention program. In this review, you are able to

- Usage, considering the size of the target audience
- Listing in a “bestbooks” resource or other standard bibliography
- Dated content (not valuable for historical perspective in the discipline)
- Superseded editions (particularly textbooks, handbooks, guidebooks)
- Duplication of content (in other editions, reprints, translations, collected works, etc.)
- Local, regional, or university significance

Instructions:

- Please find your files under the appropriate folder by fund code.
- Please save this spreadsheet.
- You will record your recommendations in this copy and forward it to the Collection Assistant when you are finished or save it in the “Reviewed Lists” folder and notify her.
- Do not delete columns in the spreadsheet (hiding columns is permissible). You may add a column for comments to yourself if you wish.
- Review usage data.
- Scan spreadsheet to look for superseded or variant editions that could be weeded.
- If you are recommending weeding of an item, enter it in the leftmost column (Rec).
- You may want to record a brief reason for weeding in the Note column.
- When you are finished reviewing and marking your weeding recommendations, please email your lists to the Collection Assistant or email her to let her know you have completed your review and don’t have any titles you want to weed.
- The lists will be shared with the rest of the CDC in case there are interdisciplinary titles you want to save.

❖ DVDs

additional copy, etc. You may also see a subject area that has high or low use and may use that to inform purchases in the future.

There is no target amount of what needs to be weeded; just weed what makes sense.

Please consider:

- Appropriateness for current and expected future curriculum (including level of treatment)
- Usage, considering the size of the target audience
- Dated content (not valuable for historical perspective in the discipline)
- Multiple copies (continuing need)
- Local, regional, or university significance

DB2 (it)ite low c2.4; 6 Tm [(D)-5.6 (-0 0 11.04 144 513.36 Tm [(D)-5.6 (B2 (it))Tj /TT(it))6 (e)-3.1

- IUSE/Soft Count In house use counts are provided starting with May 2014. While in house use should be a factor, they do not hold the same weight as a check out. It may also not capture all use. There are also overlapping time periods due to change in ILS
- Liaisons will be asked to review the list and asked to identify titles to withdraw (all), keep only a specific number of years and identify the number of years, or keep. For current titles, they may choose to cancel them which will entail more discussion.
- After the liaisons submit their recommendations, they will be compiled into a single spreadsheet and sent back to CDC for a final vote. Any interdisciplinary titles you wish to "rescue", please send to the Collection Assistant.

CDs will be weeded in the future. Previous weeding projects include Automatic Tapes update to DVDs(2008), Kits (2009,2013,2022), Cassette Tapes update to CDs(2013, 2022) VHS Tapes update to DVDs(2010, 2020), Microforms (2018,2019, 2022), Computer Media(2009, 2022) Juvenile print books(2015), Slides (2009, 2022), Vinyl Records update to CDs(2012-2015), and Reference Materials (2012,2013)(weeded and integrated into the Main collection 2013). These will be weeded again on an as needed basis.

Disposition of Weeded Materials

Radford University is required by the Commonwealth of Virginia to track moveable assets and must be disposed following Virginia's guidelines.

Surplus property is property which is in excess of the needs of an agency and is not required for a foreseeable need. The property may be used or new but possess some usefulness for the purpose for which it was intended or for some other purpose.

Weeded materials may be transferred to another Virginia agency or surplus in compliance with Virginia