



Living World of Diversity...



LIBRARY WEEDING OUT POLICY

Guidelines & Procedures

-: An Initiative of Tecnia Internal Quality Assurance Cell :-

TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC GRADE "A" INSTITUTE (CYCLE-2)

Approved by AICTE, Ministry of Education Govt. of India,

Affiliated to G.G.S.I.P University & Recognized Under Sec. 2(f) of UGC Act 1956.

INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, DELHI-110085



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INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, DELHI-110085

LIBRARY

Ref. No./TIAS/ Lib./2025-26/___

Date: 15.07.2025

Subject: Revised Library Weed-Out Policy / GUIDELINES WRITE-OFF POLICY

In its effort to repurpose library collection, TIAS, Library regularly conducts weeding out exercise of superseded, dilapidated and unserviceable/ unwanted material through Institute approved procedure by way of gift/donation/destroying/shredding/sale/auction etc, as may be deemed fit.

The constitution of the Weeding of Books Committee and Write off Committee as conveyed by A.O. Estab dated 18/19 Dec 1925 is as follows:

Weeding of Books Committee for recommending weeding out of damaged/mutilated /obsolete/dilapidated books/documents.

- Administrative Head of the Institute (Director)
- Head of the Department concerned or their Nominees Viz.
- Department of Management Sciences & Commerce
- Department of Information Communication & Technology
- Department of Journalism & Mass Communication
- Department of Clinical Psychology
- Department of Other Allied Books
- Library In-charge of the Unit
- Librarian or his nominee (In-charge of the Library Unit)
- Administrative Head of the Unit
- In-Charge (Accounts & Finance)
- A.O.(General)
- Internal Audit Officer
- Write off committee for recommending write off and disposal of damaged/ mutilated/ obsolete/ dilapidated books/ by way of donation /gift/destroying/sale/auction/shredding on the recommendation of Weeding out Committee.

Please find attached the proposal of the Institute's Library Weed-Out Policy for your kind perusal and consideration. Until now, the Institute has been adhering to a basic Discard Policy that primarily addressed only damaged or unusable library resources. However, in view of current academic and administrative needs, and in alignment with UGC guidelines and best practices for academic libraries, a comprehensive and structured Weed-Out Policy is proposed.

This revised policy aims to facilitate the systematic evaluation, withdrawal, and environmentally responsible disposal of out-dated, unused, or irrelevant materials across all Institute libraries.

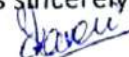


The proposed policy also outlines the constitution of a Weed-Out Committee, criteria for withdrawal, frequency of review, documentation protocols, and transparent disposal mechanisms.

You are kindly requested to review the draft and accord your approval or suggest any further modifications, so that the revised policy can be formally adopted and implemented across the Institute library system.

Looking forward to your valued feedback.

Yours sincerely,



Dr. Kaveri C.S.

Library Committee Chairperson

As advised in LARC, please find attached NMIMS libraries books weeding out policy. This is for your kind advise and approval please.

Kind regards,



Dr. Kaveri C.S.

Library Committee Chairperson

For Approval

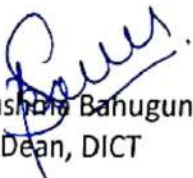
- Director,
- IQAC Office



Dr. Ajay Kumar
Director, TIAS



Dr. M. N. Jha
Dean, TIAS



Dr. Sushma Bahuguna
Asso. Dean, DICT



Dr. Shivendu Kr. Rai
Asso. Dean, BAJMC



Dr. Pooja Sharma
Asso. Dean, DMS



TECNIA INSTITUTE OF ADVANCED STUDIES

Library Weed-Out (Withdrawal and Disposal) Policy

Preamble

Tecnia Institute Of Advanced Studies, Library recognizes that a dynamic and academically relevant library is a cornerstone of quality education and research. The continuous accumulation of materials without periodic evaluation can compromise the library's effectiveness in supporting the evolving academic and research needs of the Institute.

According to five laws of Library Science, Library is a growing organism. Every year there is huge growth in the collection of the library resources but the stacking space is not increased as per the requirements. One of the best solutions for this problem is weeding out of unwanted, old edition, worn out books, less used resources from the library collection. Weeding of collection is an important activity in the library and it should be done periodically to update library collection and in order to achieve a well-balanced, pertinent and usable library collection that satisfies the current and future needs of the users.

Weeding is a daunting task for librarians. The amount of recorded knowledge is growing at a fast pace. Librarians being custodians of books/knowledge try to tend the library alive like a garden. They act similarly as a gardener and try to weed the unnecessary collection of books. Weeding the library collections is a continuous process and always regarded as important part of collection development policy and in turn of collection management process. Weeding not only saves the space but also keep the collection lively and healthy for its users. It also saves the time of the users by providing greater accessibility to the collection. The weeding has the implications to both the fourth and fifth law of library science given by *Dr. S.R. Ranganathan*.

Weeding is also known as 'De-selection'/ 'Collection renewal'/ 'Collection reevaluation'. Harrod's Librarian Glossary and Reference Book defines weeding as, "discarding from stock, books which are considered to be of no further use.

This Weed-Out Policy aims to guide the systematic review, withdrawal, and responsible disposal of library resources, ensuring alignment with UGC Guidelines, best practices in academic librarianship, and the strategic goals of a progressive private Institute.

Objectives

The key objectives of this policy are to:

- To find the material that is old/ unused/mutilated/superseded and needs to be removed from the collection;
- To make the collection active and live and to provide greater accessibility solutions to the users;
- To create space for the new collection acquired by the library; and
- To laid down a comprehensive procedure of weeding and provide a reference to other academic libraries.
- Maintain a curated, up-to-date, and purposeful collection.
- Maximize the utility of available library space and resources.
- Improve access to high-demand, high-relevance content.
- Promote environmental responsibility through responsible disposal.



A handwritten signature in blue ink, appearing to be 'S. R. Ranganathan'.

A handwritten signature in blue ink, appearing to be 'Shanice'.

- Encourage academic departments to take ownership of collection development and maintenance.

2.1 Over Come Barriers to Weeding

There are various factors which hinder the process of weeding. Some of them are:

- Lack of time;
- Lack of experienced staff;
- Professional weariness and reluctance;
- Demand for additional space if the shelves are packed; and
- The belief that the book may be needed in future and sacredness of books.

2.2 Need Of The Weeding @ Tias, Library

In spite of the aforesaid hurdles, the need of weeding arises in the central library of Institute due to its several advantages. These are:

- Providing greater accessibility by removing the non-core collections;
- Improve circulation and efficiency;
- Saves the time of the users as well as of staff;
- Keeps collection live and current;
- Makes library appealing and spacious; and
- Removal of duplicate unused and obsolete collection.

3. Applicability

This policy applies to all resources in the central and departmental libraries of Tecnia Institute Of Advanced Studies, Library Institute, including:

- Printed books and journals
- Government publications and reports
- Bound volumes of periodicals
- Dissertations, theses, and project reports
- Newspapers and magazines
- Audio-visual materials in physical format
- Outdated syllabi-based materials
- Non-functional media such as CDs/DVDs

4. Criteria/Policy of Weeding @ TIAS, Library

Materials shall be shortlisted for withdrawal based on the following considerations:

TIAS, Library Committee for Library (LC) in its meeting has approved the guidelines recommended by five member sub-committee consisting of eminent faculties and librarian set-up for the weeding out of outdated and unused books in June 2016. The following criteria/policy for identifying the publications to be weeded-out has been given by the sub-committee and it is based on the criteria given by Stanley J. Slote in his famous book weeding library collection in 1975.

- Weeding based upon usage:** Multiple copies of old textbooks which are not circulated for past ten years may be weeded out retaining one copy of each title.
- Criteria for reference books:** Old editions of encyclopedia and other reference books may be weeded out especially if their older versions are available in electronic form. Similarly, print versions of standards may be weeded out if the library acquires them in



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electronic media.

- c) **Weeding based upon appearance:** Mutilated books that are beyond repair can be restored by scanning them or in any other means available.

Moreover, the Library Committee for TIAS recommended that weeding of old/obsolete/mutilated books should be done once in two years depending upon the aforesaid criteria.

1.1. Physical Condition

Weeding is an important part of collection management. Different criteria for weeding the books have been given by different librarians. **CREW method** was given by Joseph P. Segal in 1980. From the Selection and Acquisition of a book and then to its Cataloguing and Processing, a book moves to Circulation and Reference and finally comes to CREW.

CREW stands for **Continuous Review Evaluation and Weeding**.

The CREW method gives the following criteria for weeding an item from the collection:

M: Misleading, factually inaccurate

U: Ugly, worn beyond repairing

S: Superseded, by a new edition / a much better book on the subject

T: Trivial, of no discernible literary or scientific merit

I: Irrelevant to the needs and interests of the users

E: Elsewhere, the material is easily obtainable from another library

- Torn, brittle, water-damaged, or pest-infested items beyond repair.

1.1 Criteria for Weeding out of Library sources:

Before initiating the weeding out procedure, at individual school level, library should frame withdrawal committee or library committee for proper verification. The committee should consist of librarian, subject experts, HOD and Dean of the institute.

The library should prepare a list of books to be weeded out and submit it to the librarian for further action. The list should provide full bibliographical information of the selected book for weeding out. After weeding out of books, prepare a withdrawal register to maintain records of weeded out of books and update in automation software as well.

The following categories of materials can be considered for weeding out on regular basis:

1. **Books:** Books can be weeded out if
 - a. Physically worn out, torn pages or beyond repair.
 - b. Lost by library user (Student or Faculty) if they are not available in the market.
 - c. Multiple copies and not much in use.
 - d. Less / non circulated books since last three years.
 - e. Out dated edition.

2. Procedure for weeding out of Books

- a. Prepare list of books to be weeded out.
- b. Take approval from the subject expert or faculty.
- c. Forward list to HOD for review.
- d. Submit it to the library committee/withdrawal committee for further action.



- e. Send final approval for the Dean / Principal / Director.
- f. Submit the same to LARC for information.

II. Periodicals: Periodicals (journals and subject magazines) can be weeded out if

- a. Multiple copies.
- b. Old issues.
- c. Available in e-format.
- d. Archives available in publishers website.
- e. Not related to institute's research field.

1.1.3 Procedure for weeding out

- a. Prepare list of periodicals to be weeded out.
- b. Take approval from the subject expert or faculty.
- c. Forward list to HOD for review.
- d. Submit it to the library committee/withdrawal committee for further action.
- e. Send final approval for the Dean / Principal / Director.
- f. Submit the same to LARC for information.

III. Non – book materials: Materials like VCD, Cassettes, CDs and DVDs can be weeded out if

- a. Less interest.
- b. Damaged visual and sound quality.
- c. Factual accuracy.
- d. Obsolete format.

1.4. Procedure for weeding out

- a. Prepare list of titles to be weeded out.
- b. Take approval from the subject expert or faculty.
- c. Forward list to HOD for review.
- d. Submit it to the library committee/withdrawal committee for further action.
- e. Send final approval for the Dean / Principal / Director.
- f. Submit the same to LARC for information.

IV. Project reports: Project reports can be weeded out if

- a. No further improvement in the area of study.
- b. Out dated information.
- c. Physically worn out, torn pages or beyond repair.

1.5 Procedure for weeding out

- a. Prepare list of titles to be weeded out.
- b. Take approval from the subject expert or faculty.
- c. Forward list to HOD for review.
- d. Submit it to the library committee/withdrawal committee for further action.
- e. Send final approval for the Dean / Principal / Director.
- f. Submit the same to LARC for information.



7. Procedure for Weeding

1. **Preliminary Shortlisting** by library staff based on usage statistics, condition, and relevance.
2. **Departmental Review** in consultation with concerned faculty or HoDs for academic validation.
3. **Committee Review & Approval** of the weed-out list.
4. **Final Documentation** with justification for removal and approval record.
5. **Disposal/Reuse** through any of the following methods:
 - Donation to rural/under-resourced libraries
 - Sale through auction or scrap dealers (with financial transparency)
 - Internal distribution for non-circulating reference use
 - Eco-friendly destruction/recycling

1.1 Practice Of Weeding @ Tias, Library

Each library has its own collection development and management policy. Based on collection development and management policy, the procedure to carry weeding out of library collections depends. Weeding out process was carried out for the books from Humanities and Social Sciences, Text book and Book bank sections of the TIAS Library, in the following way:

Step 1: Identifying the Books to be weeded: Before initiating the process, books for weeding were identified from Humanities and Social Sciences, Text Book and Book bank sections based upon their usage and appearance. Copyright year and contents were also taken into account. One title of the each book having multiple copies from textbook and book bank sections was retained.

Step 2: De-Shelving: These books which were identified for weeding out were De-Shelved and kept at a separate place in the library.

Step 3: Preparation of the list: Then the books were tagged and a list of books having their bibliographical details was prepared.

S. No.	Acc. No.	Title / Author	Year	Cost
1.	14197	God is truth - Gandhi	-	1.25
2.	30180	Singapore - the Japanese version - C.M. Datta	1966	3.35
3.	24692	Confidential Agent - Graham Greene	1965	2.41
4.	30572	Age of permanent revolution - E. Deutscher	1964	2.95
5.	31188	Unknown sea - F. Mauriac	1962	2.41
6.	23377	Keys of the kingdom - A.J. Cronin	1966	4.02
7.	10409	Imperial Women - P.S. Hock	1956	10.08
8.	14899	Life of Mahatma Gandhi - Louis Fischer	1959	2.50

Fig. 1: Screenshot showing the list



Sharee

4.2. Academic Relevance

- Content no longer aligned with current curriculum or research interests.

4.3. Usage Frequency

- Items not used or borrowed in the last 5–7 years (excluding classics or core references).

4.4. Duplication

- Excess copies of a title without proportional demand or usage.

4.5. Obsolescence

- Out-dated technical/scientific data, superseded editions, or publications with revised content available.

4.6. Subscription Status

- Journals or periodicals with lapsed subscriptions and limited archival value.

4.7. Digital Availability

- Resources now available in reliable digital formats through Institute subscriptions or open-access platforms.

i. Frequency of Weeding

- General Collection: Every three years
- Periodicals and Newspapers: Annually
- Technical Sections and Departmental Libraries: As deemed necessary
- Special Collections: Reviewed under the guidance of subject experts

. Weed-Out Committee Structure

A Library Weed-Out Committee shall be constituted to oversee, approve, and document the weeding process. The Committee shall comprise:

Position	Role
Library Committee In-Charge	Chairperson
Dean, Academic Affairs	Member
Dean, IQAC	Member
One Faculty Member from each Dept.	Nominated by Asso. Deans of Dept.
One Senior Faculty Member	Nominated by the Director
One External Expert (optional)	Subject-specific recommendation
Library Staff Representative	Member
Institute Librarian	Member Secretary

The Committee may co-opt additional members or subject specialists when evaluating discipline-specific material

A handwritten signature in blue ink is written over a circular blue ink stamp. The stamp contains some illegible text and a central emblem.A handwritten signature in blue ink, written in a cursive style.

Step 4: Circulating the list: The list was circulated among the faculty members, staff and the students of the institute through webmail for the feedback and suggestions. Time of one month was provided for the feedback.

subject: Weeding-out of 1073 unused/old Books from the IAS Library
from: circular <circular@iitd.ac.in>
To: <allstudents@circular>
<allstaff@circular>
Date: 04.06.2014 10:04

Central library

3, 2014

Subject: Weeding-out of 1073 unused/old library Books from the IAS Library

It is proposed to weed-out 1,073 unused/old library books as per the institute rules from the RUS, Text Book and Book Bank sections (ground floor) of the Central Library. These books are available in above sections from past several years and not being used as per the usage statistics. Some of them are in very poor condition making them un-reliable for use.

List of these Books is available at:
<http://library.iitd.ac.in>

Fig. 2: Screenshot showing the circular mail

Step 5: Feedback from the Faculty: Department of Humanities and Social Science sent a letter to transfer twenty three books from the list and different faculty members sent mail regarding fifty books to be retained in the library. After doing the needful in this regard, 1000 books were left for weeding.

Step 6: Entry in LibSys: After this, a new list of 1000 books costing 98,130.27 was prepared and the status of the books under weeding process was updated in the LibSys (Library Management Software). In the Circulation module of Libsys, collection was updated and the reason proposed for withdrawal was provided.

Accession No: 14854
Copy No: 1
Status: Withdrawn As on: 04/06/2014

Title: How to get rid of the new found virtues of duty [1462]
AOT ID:
A. No: Emerson, Eugene
Call No: 840.2164 H
Copies:

Reason: R1 Proposed for Withdrawal
Update Date: 04/06/2014
Ref No:
Remark:

Fig. 3: Depicting the method to enter the status of proposed to be withdrawn in Libsys

Sis
Shaver

Step 7: Approval from ACL: Approval from Library Committee for (LC) was taken in its meeting.

Step 8: Financial Delegation of Powers: After that, approval from Director to write-off 100 weeded-out books costing Rs. Xxx was proposed under the delegation of powers.

Step 9: First Disposal: After the approval of competent authority, these 100 books were offered to institute faculty, staff and students in token amount of

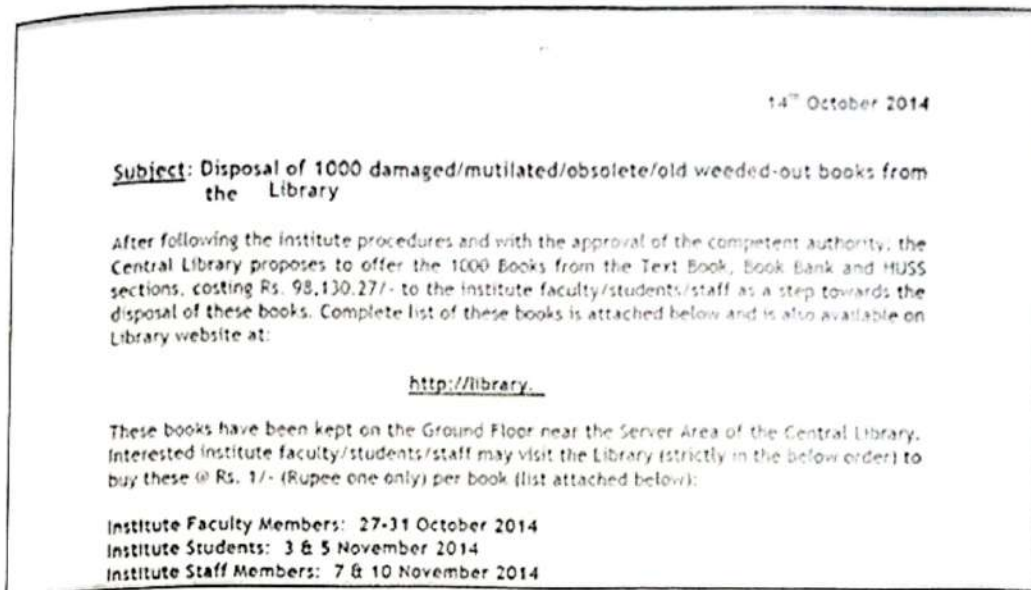


Fig. 4: Screenshot showing the notice regarding the first disposal

Rs. Xxx for their disposal. The amount received was submitted to TIAS, account through challan in the bank.

Step 10: Second Disposal: After the above step, --books were remained in the library. For the disposal of the remaining -- books, again the circular regarding offering of books in the token amount of Re. 1 was sent to the faculty, staff and the students. Again the amount received was submitted.

Step 11: Pulping of the remaining books: -- books costing Rs. xxx were left after the second disposal. These remaining books were so mutilated/damaged that they could not be even given to other institute. So, they were pulped by giving to the junk dealer.

Step 12: Quotation from Junk Dealers: Quotation from junk dealers were called. The bidder quoted highest rates was given the books for pulping. Amount received from the junk dealer was also submitted in the same manner to the bank.

Step 13: Write-off from Accession Register: List of these 100 books for writing-off from the accession register and LibSys was sent to the Acquisition and Technical Processing division.

Step 14: Information to Accounts: Information to accounts section regarding the write-off of 1000 books costing Rs. Xxx was sent.

The image shows two handwritten signatures in blue ink. The signature on the left is partially obscured by a circular stamp. The signature on the right is more legible and appears to be 'Shree'. The circular stamp is faint and contains some illegible text.

Documentation and Record-Keeping

The following records shall be maintained for at least five years:

- Title, author, accession number, and category
- Reason for weeding
- Method of disposal
- Date of committee approval

Signatures of committee members

All weeded items shall be removed from the Online Public Access Catalogue (OPAC) and stock registers after final approval.

Review and Revision

This policy shall be reviewed every five years, or earlier as necessary, in response to:

- New UGC/NAAC/NIRF guidelines
- Technological advancements (e.g., digital archives)
- Changes in academic programs or Institute priorities

Final Authority

The Director shall be the final approving authority for all large-scale weeding activities involving more than 100 volumes or rare materials.

Annexures (Optional):

- Annexure I: Weed-Out Approval Form
- Annexure II: Sample Documentation Log
- Annexure III: Disposal Method Record Sheet



WEED-OUT APPROVAL FORM

TECNIA INSTITUTE OF ADVANCED STUDIES,
LIBRARY - Weed-Out Approval Form

Department: _____
 Date of Submission: _____
 Submitted by: _____
 Designation: _____

List of Items Proposed for Weeding

S. No.	Title of the Book/Journal	Author/Editor	Accession No.	Year of Publication	Reason for Weeding	Remarks (if any)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Initial Recommendations

- Faculty In-Charge Recommendation: Yes / No
- Remarks:

Library Staff Remarks:

Signature of Institute Librarian: _____
 Date: _____



Shree



TECNIA

INSTITUTE OF ADVANCED STUDIES

MAAC ACCREDITED GRADE "A" INSTITUTE

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