

Policy and Procedures for Weeding and Review of Library Materials Leddy Library* University of Windsor

Approved by meeting of Librarians with Collections Responsibilities, October 15, 2004.

Approved by ULAC, November 9, 2004

Updated.... DRAFT

*Note: this weeding policy does not apply to Archives and Special Collections.

A. General Principles

1. Regular reviewing of ~~various collections~~ **the collection** and judicious weeding as required will follow the principles outlined in the Leddy Library's Mission Statement: "The Leddy Library is an integral participant in the delivery of academic programmes and the pursuit of research at the University of Windsor. For its primary user group of students, faculty and staff, the Library endeavours to provide timely and ready access to the world's knowledge and information. It seeks to develop and preserve collections with emphasis on the University's chosen areas of focus and provides a learning environment which enables the pursuit and creation of knowledge."
2. Ideally, prior to commencing weeding of ~~any kind~~, the subject specialist librarian will have completed a collection development policy for his/her ~~subject~~ area, pursuant to the requirement for the existence of discipline-specific collections policies as passed by the Senate meeting of June 21, 1991.
3. A core collection consists of materials most likely to be used by library patrons. These materials exist in a variety of formats. Materials ~~that are~~ least likely to be used will be considered for removal, subject to the principles, criteria and procedures outlined in this policy document.
4. The value of non-core materials to the Library's collection must always be considered. For more detailed information about collection strengths and priorities for specific disciplines, librarians should refer to the collection development policies ~~and the document on research collections within~~ of the Leddy Library.
5. The Leddy Library is an academic research library and, as such, its collections will be regularly reviewed to identify strengths, weaknesses and condition of materials. Each subject specialist librarian is responsible for reviewing collections in his/her ~~subject area(s)~~ **area of responsibility** every five years.
6. Faculty will be notified when materials in their disciplines are being considered for withdrawal and be given the opportunity to provide feedback as outlined in the Procedures section of this document.
7. Relevance may be defined differently for each subject area when it comes to evaluating materials. For example, relevance may vary based on the type of materials involved, different definitions of what is current and/or the importance of retrospective and historical works. In cases of overlap with other subject areas, the subject specialist librarian will consult his/her colleagues in the appropriate subject areas before making a final decision to withdraw materials.
8. ~~This policy will be reviewed every two (2) years by the Librarians with collections responsibilities.~~

B. General Criteria for Withdrawal of Materials

1. Material no longer relevant for the academic programmes, research needs and interests of the University community;
2. ~~Materials not part of research collections, identified in the document on research collections within the Leddy Library;~~
3. Reduced significance due to form, age or subject matter, ~~always~~ bearing in mind the long term value or use of the item;
4. Physical condition of the material. If an item is damaged beyond repair and is a significant publication, then replacement should be considered;
5. Circulation history/use statistics of the item;
6. Duplicate copies when use or curricular need does not justify retention;
7. Availability of later editions which supersede the earlier editions, unless retained for historical value or material not included in later editions;
8. Content duplicated in more recent works.

C. Procedures for Weeding Materials

1. ~~Subject specialist~~ Librarians are responsible for reviewing collections in their ~~subject area(s)~~ **area of responsibility** at least once within a five year period and for identifying materials for withdrawal according to the principles, criteria and procedures outlined in this document.
2. Librarians will keep the Head of ~~Collection~~ **Information Services** informed about weeding plans and progress.
3. Librarians should contact the Acquisitions/Production Coordinator and/or Coordinator for Serials/Records to ~~make arrangements~~ **arrange** for the transfer and withdrawal of materials from the Library collection. This will occur prior to removing items from the Library's shelves to allow for workflow design.
4. Faculty members will be notified when library materials in their disciplines are being reviewed. They will be consulted about ~~unique~~ **non-duplicate** materials that are being considered for withdrawal and be given an opportunity to review them. It is not required that faculty be notified about the weeding of duplicate copies, but prior editions ~~of various works~~ may require consultation.
5. If **non-duplicate** materials being considered for withdrawal overlap with other disciplines, the appropriate subject specialist librarians will be consulted and given opportunities to review these materials. The relevant collection development policies will also be consulted.
6. Materials marked for withdrawal will be taken to a designated area in the Leddy Library, where they will be available for one month for review by librarians and faculty. Once the review period has ended, the materials will then be taken to Acquisitions/Bibliographic Services for removal from the Leddy Library's collection. **Duplicate copies are exempt from this review.**
7. Once materials have been removed, the items may be sold as part of a book sale with monies to be used for enhancing library resources, or the materials may be given to a charitable organization, or given to the Canadian Book Exchange, or simply discarded. If at all possible, materials that could be useful to other organizations should be directed to those organizations.

Note: ~~With respect to C.4 and C.6, duplicate copies are exempt from this review.~~