

PURPOSE

The purpose of this policy is to ensure that the library's collection remains current, accurate, and relevant to the academic programs and recommendations from Faculty members, and Library Committee at the University of Kalba (IUK) Library. By weeding outdated, obsolete, or irrelevant materials, the library can provide high quality resources for better services to the user group.

DEFINITION

Weeding: Weeding is an essential, continuous component of collection maintenance in libraries. Permanently removing materials for reasons such as being outdated, unused or damaged from the library ensures the collections' health and viability. Weeding maximizes collections' usefulness and ensures that they continue to support the instructional and research requirements of students, faculty, and staff at the University of Kalba (UKB). In addition, the process frees shelf space for newly acquired materials. The Collection Development Policy guides weeding decisions, in keeping with the library's mission to collect, organize, and provide access to information resources.

POLICY STATEMENT

Library materials of all types may be candidates for weeding based on the following criteria:

- **Current:** The content of library materials should be accurate and up to date. Materials that are superseded by newer, revised, or updated editions may be weeded.
- **Usage:** Low or no usage may be a factor in weeding decisions. Library personnel may consult circulation statistics or other reports to determine viable candidates for weeding.
- **Physical Condition:** Materials that are badly deteriorated or damaged and beyond reasonable preservation efforts will be weeded. Consideration for replacement will be made on a case-by-case basis.
- **Duplicates:** Due to space limitations, the library may weed duplicate copies of library materials. Library staff will take into consideration the need to have more than one copy of a title on hand, especially for materials that are heavily used or are a part of a university program.
- **Completeness:** Materials that are part of a multi-volume 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 may be weeded if the content is available elsewhere or if the material is in poor condition.

Frequency of Discard

Based on the Annual Stock Verifications / Auditing, the library director will identify the books for weeding.



Retention

The library will consider keeping the following items permanently,

1. Books are suggested by faculty members and the academic committee.
2. Books are published by my own institute.
3. Special publications published by UAE.
4. Special collections related to academic programs.

Disposal of Withdrawn Books

- Withdrawn books shall be given to any needy universities or institutions or organizations or recycling agencies upon the approval of Vice Chancellor for Academic Affairs.
- Other materials may be offered to the students, faculty, and staff members at the library through exhibition.
- Material in poor physical condition will be disposed.

RESPONSIBILITIES

- Final responsibility for weeding materials from the library's collection rests with the library director.
- Individuals who participate in weeding include the director, and other library personnel.
- The library encourages the faculty members to work with and provide feedback to library personnel to identify materials to weed.

SCOPE

The scope of weeding books in library encompasses the range of activities and considerations involved in evaluating and removing materials from the collection.

Library staff will analyze the existing collections based on the year of publication and physical condition of the print books. The Director of Library prepares the analysis report and will be verified by Vice Chancellor for Academic Affairs.