

(Logo)

Weeding Policy for (School) School Library

1.0 (Date)

Overview

What Is Weeding?

Weeding is the systematic process of evaluating and removing outdated, damaged, or irrelevant materials from the library collection. It ensures that the library remains relevant, efficient and user-friendly with a collection that is aligned to the school's educational goals.

Importance of the Policy

- **Collection Relevance:** Weeding maintains a vibrant, useful and relevant, high-quality collection.
- **Space Optimization:** Removing unnecessary materials frees up shelf space.
- **Quality Enhancement:** A well-curated collection enhances the overall user experience.

Steps for Weeding:

1. **Assessment and Selection Criteria**
2. **Identification and Removal**
3. **Disposition of Weeded Items**
4. **Record Keeping**

Steps for Weeding

1. Assessment and Selection Criteria

- **Accuracy:** Is the information still valid and correct?
- **Currency:** Is the material outdated?
- **Relevancy:** Does it align with the curriculum and student interests?
- **Physical Condition:** Is the item damaged?
- **Space Limitations:** Ensure sufficient shelf space.
- **Number of Copies:**
 - **Old Textbooks:**
 - Limit old textbook copies to a maximum of the best 3 for reference purposes.
 - **Multiple Copies of Fiction Books:**
 - Retain the best 3 copies of the exact same fiction book, unless very popular.
 - **Current Textbooks:**
 - Keep all copies of current textbooks unless:
 - The book is a donated second-hand copy in poor repair and/or the donated copy has been defaced or extensively written in (especially if more than 3 copies are present).
 - **New Books (Fiction and Non-Fiction):**
 - Caution must be taken with multiple copies of new books, as some may be used or have been acquired for student book prizes during Prize Day.

2. Identification and Removal

- The Librarian regularly assesses the collection.
- Weeded items are identified based on the criteria and removed from the shelves.
- Each weeded item is marked as "Withdrawn" on the inside cover.
- The withdrawal date is stamped.
- The librarian signs for accountability.
- Delete withdrawn items from the database.

3. Disposition of Weeded Items

1. **Staff Offer:**
 - Staff members can take weeded materials of interest for free.
2. **Student Offer:**
 - Remaining weeded items are offered to students for free.
 - Encourage students to explore and take relevant materials.
3. **Remaining Items:**
 - To be recycled or donated.

4. Record Keeping

- The librarian maintains a record of all weeded items.
- Include Accession Number (if previously in database), title, author, and reason for removal.
- Transparency ensures effective management of the collection.

By adhering to this weeding policy, we contribute to an efficient and user-friendly library environment at (School).