

DRAFT

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POLICY FOR WEEDING

In order to achieve a well-balanced, pertinent and usable library collection that satisfies the current and future needs of the Texas State University – San Marcos, it becomes necessary to consistently and systematically evaluate and assess the Library's collections. A fundamental part of maintaining such a collection requires that some material be taken out of that collection based on the criteria specified in item 2. in the Policy section of this document. This evaluative process is referred to as "weeding."

Some specialized library materials are not included in this document. Journals/serials, audio/visual material, software and Special Collections material, have needs and procedures unique to those formats or departments, and will be addressed in their own sections of the overall Collection Development Policy.

1. A schedule for weeding will be determined by the Collection Development Librarian, in consultation with the Asst. Vice President, University Library, the Head Acquisitions Librarian and the faculty representative from the affected area or discipline. A schedule for weeding will be determined on a semester by semester basis, and may include summer sessions for material that does not require faculty/departmental input. An example would be material purchased for the reference collection.

The following individuals will determine what needs to be weeded:

- a) The Librarian given responsibility for a particular subject area or discipline, and/or the Collection Development Librarian.
- b) An appointed faculty representative of a particular subject area or discipline. Faculty input is critical to the success of maintaining a viable library collection, and their input will be solicited and given full consideration.

At completion of the weeding process, the Asst. V.P., University Library or her/his designate representative, must approve ultimate disposition, as described in the [Alkek Library Weeding Procedure](#) document.

2. Decisions to weed specific works are based on at least one of the following criteria:

a) Condition.

Material that cannot be repaired and is damaged enough to make the title unusable will be weeded. If the title is core to the subject area/discipline, or determined necessary for the collection, every effort will be made to acquire a replacement.

b) Value to the Collection

Factors may include access to material through abstracts and indexes, circulation records, and/or existence of equipment in the library to make the title's information accessible. Obsolescence of the information can be a factor, though the value of a book, beyond the information content is also a consideration.

c) Duplication.

Unless there is a determined need, such as circulation records, for more than a single copy at the time of weeding, the Library's policy is to retain a single copy of any specific title or edition.