

# Weeding Policy

## Radford University Libraries

Weeding is conducted on a continuous basis at Radford University Libraries. Maintaining a collection that is current, relevant, and in good condition is important to support our students, faculty, and staff at Radford University.

### Responsibility for Weeding

The libraries' Collection Development Mission Statement:

*The Collection Development Committee is primarily responsible for the development of the collection including the selection of new materials as well as the continuous review of the existing collection.*

*Collection development is a shared responsibility. While the principal responsibility for collection development rests with the library faculty working in conjunction with the teaching faculty, no member of the Radford University community is excluded from participating in the process.*

*Committee members, library liaisons, are expected to foster a relationship with teaching faculty, faculty liaisons in particular, to promote library materials as well as being aware of the needs of the departments they serve. (11/2012)*

### Retention Commitments

McConnell Library participates in a pilot [Shared Print Program](#) with the Virtual Library of Virginia (VIVA). The library is committed to holding specific print book titles until June 2025. Retention commitments for superseded titles are moved to the new edition.

### Criteria for Weeding

Library materials of all types (excluding retention copies) may be candidates for weeding based on the following criteria:

- **Currency**  
The content should be accurate and up-to-date. Materials that are superseded will be weeded unless otherwise requested.
- **Relevancy**  
The content should be relevant to the University community.
- **Usage**  
Low or no usage is considered when evaluating the collection.
- **Physical Condition**  
Materials that are badly deteriorated or damaged and beyond reasonable preservation efforts may be weeded. The purchase of replacement copies will be made on a title-by-title basis.

- **Duplicates**  
Due to space limitations, the library may weed duplicate copies of library materials. Liaisons will consider the need to have more than one copy of a title.
- **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 will be weeded if the content is available elsewhere, the material is in poor condition, or is no longer relevant to the University community.

## Formats and Material Types

- ❖ **McCONNELL LIBRARY - BOOKS: GUIDELINES FOR WEEDING (2009-2014, 2016-2020, 2022-2027)**

### **Frequency:**

Continuous 5-year projects (4 years of review, 1 year to wrap up physical weeding).

### **Points to consider when assessing titles:**

- Appropriateness for current and expected future curriculum including level of content
- Usage, considering the size of the target audience
- Listing in a “best books” resource or other standard bibliography such as Choice360.org
- Physical condition
- Dated content (not valuable for historical perspective in the discipline)
- Superseded editions (particularly textbooks, handbooks, guidebooks)
- Multiple copies (continuing need)
- Duplication of content (in other editions, reprints, translations, collected works, etc.)
- Sets and serials – completeness and usefulness of incomplete runs
- Local, regional, or university significance

### **Instructions:**

- Review the Weeding Scope and Timetable document.
- Consult the chart to identify which subject areas will be evaluated each year (File Name: Weeding-annual-per-liaison.)

- Consult the chart of class ranges sorted by department to identify the ranges to be evaluated.
- Remember that it may take up to four years to cover all of the holdings supporting some departments.
- Please find your files under the appropriate folder by fund code and year.
- Please save this spreadsheet.
- You will record your recommendations in this copy and forward it to the Collections Assistant when you are finished or save it in the “Reviewed Lists” folder and notify the Collection Assistant.
- Do not delete columns in the spreadsheet (hiding columns is permissible). You may add a column for comments to yourself if you wish.
- Review checkout and internal usage data, particularly for indications of recent usage.
- Scan spreadsheet to look for superseded or variant editions that could be weeded.
- Review shelves to look for items in poor condition.
- Also remember that we may have added newer editions in the last 5 years that may be detected by scanning the shelves (Obviously, this won’t help with e-books) you may also want to search the catalog to identify those as these will not be on your spreadsheets.
- The “Safe to Weed” titles have been identified on the weeding spreadsheet. There are a total of 8 Virginia libraries participating in the shared collection project.
- If you are recommending weeding of an item, enter **W** in the leftmost column (Rec).
- You may want to record a **brief** indication of your reason for recommending weeding. Please do so in the Note column.
- If you have a laptop, you may want to take it to the stacks with you.

**Please note:**

- It is important that you submit your full list with your recommendations, not just your recommendations. This will help us catch any issues like part of a set or duplicates.
- When you are finished reviewing and marking your weeding recommendations, please save a copy of your final list in the C.D. Shared Drive.
- When you are notified about lists ready for you to “rescue”, you will be asked to send a list to the Collection Assistant with anything you think we should keep along with the rationale/subject area, etc. – whatever the reason you think it should be kept.

## ❖ RUC LIBRARY – BOOKS: GUIDELINES FOR WEEDING

### **Frequency:**

Ongoing

- Materials are weeded as they become obsolete, are replaced with newer editions, or cease to show meaningful circulation or usage
- Older editions may be kept if they are still in use by faculty in their courses
- Clinical practice-related nursing material is removed if it is more than five years old
- If, during regular inventory, sections are identified in need of review for currency and curriculum support, they will be reviewed by the appropriate RUCL librarian

## ❖ E-BOOKS (owned): GUIDELINES FOR WEEDING (2020-2021)

### **Frequency:**

Every 10 years

### **Scope:**

Review all of the ebooks we have purchased as Firm orders, Approval, or DDA through last year. Please keep in mind that we may have other editions in print, in ebook format from a subscription, or as untriggered DDA ebooks.

When we do print book assessments, we only look at titles that can be weeded which means that we don't review titles purchased in the last 5 years or titles we are retaining as part of our VIVA retention program. In this review, you are able to see all of the ebooks we have purchased from Gobi.

This assessment project is an opportunity to weed ebooks based on the criteria below as well as a chance to see what is being used, and what isn't, to better inform your collection development in the future. As space is not a consideration, there is no pressure to weed anything but, to keep our collection current, relevant, and accurate, there are likely titles that should be weeded at this point.

### **A note about Usage Data:**

Over the years, COUNTER usage metrics have changed. The usage on the lists have been compiled to the best of our ability with the usage data that we have.

### **Points to consider when assessing titles:**

- Appropriateness for current and expected future curriculum (including level of treatment)

- Usage, considering the size of the target audience
- Listing in a “best books” resource or other standard bibliography
- Dated content (not valuable for historical perspective in the discipline)
- Superseded editions (particularly textbooks, handbooks, guidebooks)
- Duplication of content (in other editions, reprints, translations, collected works, etc.)
- Local, regional, or university significance

**Instructions:**

- Please find your files under the appropriate folder by fund code.
- Please save this spreadsheet.
- You will record your recommendations in this copy and forward it to the Collection Assistant when you are finished or save it in the “Reviewed Lists” folder and notify her.
- Do not delete columns in the spreadsheet (hiding columns is permissible). You may add a column for comments to yourself if you wish.
- Review usage data.
- Scan spreadsheet to look for superseded or variant editions that could be weeded.
- If you are recommending weeding of an item, enter **W** in the leftmost column (Rec).
- You may want to record a **brief** reason for weeding in the Note column.
- When you are finished reviewing and marking your weeding recommendations, please email your lists to the Collection Assistant or email her to let her know you have completed your review and don’t have any titles you want to weed.
- The lists will be shared with the rest of the CDC in case there are interdisciplinary titles you want to save.

❖ **DVDs: GUIDELINES FOR WEEDING (2019-2020)**

**Frequency:**

Every 10 years.

**Scope and Information:**

We primarily want to see if anything should be weeded but, in reviewing usage, you may identify DVDs that have high use or are on reserve for which we should have an

additional copy, etc. You may also see a subject area that has high or low use and may use that to inform purchases in the future.

There is no target amount of what needs to be weeded; just weed what makes sense.

Please consider:

- Appropriateness for current and expected future curriculum (including level of treatment)
- Usage, considering the size of the target audience
- Dated content (not valuable for historical perspective in the discipline)
- Multiple copies (continuing need)
- Local, regional, or university significance

DVDs may have multiple discs. You will want to keep this in mind if you sort your spreadsheets. Disc 2 may be a bonus disc and not get as much use as Disc 1. We do not want to weed just the bonus disc in this project. Please look at titles on the whole.

For the purposes of this project, please do not weed titles because we have streaming video access. For the vast majority of our streaming videos, we do not have perpetual access. We do not want to weed DVDs that we may later lose access to through a streaming provider and then have to re-purchase it on DVD. However, there is a chance that there are videos that are currently accessible via streaming which has caused a drop in the use of the DVD. Please keep this in mind.

To try to make this process easier, we will plan on taking the weeding lists after you have made your selections and, as they are being reviewed by CDC as a whole for “Alternate Department”/interdisciplinary interest, the Collection Assistant will determine if any of them have low recent use because of streaming and we will re-review those titles with you.

As you complete your assessment, please send your lists to the Collection Assistant.

The Collection Assistant added the VA/US/World holdings as well as streaming access. For some departments, she added whether the title was a REPL title – in case it was a recent replacement with low use.

## ❖ **PRINT JOURNALS: GUIDELINES FOR WEEDING (2009, 2015, 2018)**

### **Frequency:**

As needed.

### **Scope and Information:**

- The print journal holdings list has print, microfilm and microfiche. The fund related to the subject matter has been added to the spreadsheet based on our approval profile. The spreadsheet lists the holdings date range but does not list the price.

- IUSE/Soft Count – In house use counts are provided starting with May 2014. While in house use should be a factor, they do not hold the same weight as a check out. It may also not capture all use. There are also overlapping time periods due to change in ILS.
- Liaisons will be asked to review the list and asked to identify titles to withdraw (all), keep only a specific number of years and identify the number of years, or keep. For current titles, they may choose to cancel them – which will entail more discussion.
- After the liaisons submit their recommendations, they will be compiled into a single spreadsheet and sent back to CDC for a final vote. Any interdisciplinary titles you wish to “rescue”, please send to the Collection Assistant.

**CDs will be weeded in the future. Previous weeding projects include: UMatric Tapes update to DVDs (2008), Kits (2009, 2013, 2022), Cassette Tapes update to CDs (2013, 2022), VHS Tapes update to DVDs (2010, 2020), Microforms (2018, 2019, 2022), Computer Media (2009, 2022), Juvenile print books (2015), Slides (2009, 2022), LP Vinyl Records update to CDs (2012-2015), and Reference Materials (2012-2013) (weeded and integrated into the Main collection 2013). These will be weeded again on an as needed basis.**

### **Disposition of Weeded Materials**

Radford University is required by the Commonwealth of Virginia to track moveable assets and must be discarded following Virginia’s guidelines.

Surplus property is property which is in excess of the needs of an agency, and which is not required for a foreseeable need. The property may be used or new but possess some usefulness for the purpose for which it was intended or for some other purpose.

Weeded materials may be transferred to another Virginia agency or surplus in compliance with Virginia regulations.

Physical materials to be weeded will be sent to Warehouse Services and print journals will be recycled. Records for these items will be withdrawn from the library catalog.

*June 2, 2022*