

Administrative Rule

Rule Number/Name	
Responsible Department	Library and Learning Commons
Authority	Director of Library and Learning Commons

Overview

Weeding is an essential, continuous component of collection maintenance in libraries. Permanently removing materials maximizes collections' usefulness, and ensures resources support the instructional and research requirements of students, faculty, and staff.

Making weeding decisions requires sensitivity to the needs of library users and effective communication with all involved parties.

Applicability

This administrative rule is carried out by the library staff, the Director of Library and Learning Commons, the VP of Instructional Services, and the Director of Diversity, Equity, and Inclusion.

Administrative Rule Statement

The Library and Learning Commons physical collection must undergo routine maintenance, per Library Weeding Procedure guidelines. The Library Weeding Procedure is a formal process by which collection materials are removed from the collection.

At CGCC the full physical collection is to be weeded every five years. Individual materials and sections can be weeded on a case-by-case basis.

Definitions

Interpretation of Administrative Rule

Director of Library and Learning Commons

Cross Reference to Related Administrative Rules

1. CGCC Administrative Rule 040.014.000 - Collection Development

Further Information

Director of Library and Learning Commons
(541) 506-6085

Operating Procedure

Procedure Number/Name	
Associated Rule Number/Name	– Library Weeding Procedure
Responsible Department	Library and Learning Commons

Overview

The Library Weeding Procedure provides a formal process by which items from the library's collection can be removed.

Areas of Responsibility

This procedure is carried out by the Library staff, the Director of Library and Learning Commons, the VP of Instructional Services, and the Director of Diversity, Equity, and Inclusion.

Operating Procedure Details

Follow this procedure when all or portions of the library collection are to be weeded.

1. The Director of Library and Learning Commons will use the following criteria to review the material under consideration for weeding, based on the following criteria:
 - a. Currency: Content of library materials should be accurate and up to date. Materials that are superseded by newer, revised, or updated editions may be weeded, though the Library will take into consideration faculty and students whose scholarship and teaching require the use of historical or theoretical texts.
 - b. Diversity, Equity, and Inclusion: Materials that reflect the worldview of historically dominating groups have a higher risk of causing harm. These materials will be considered for weeding and replacement by more global perspectives.
 - c. Usage: Low or no usage may be a factor in weeding decisions.
 - d. Physical Condition: Materials that are deteriorated or damaged beyond reasonable preservation efforts will be weeded. Replacement considerations will be made on a case-by-case basis.
 - e. Duplicates: The Library may weed duplicate copies of library materials. The need for multiple copies, especially for materials that are heavily used or are a part of a college-wide program will be considered.
 - f. Format Obsolescence: Materials in obsolete formats may be weeded if the content is available elsewhere or if the material is in poor condition.
2. Material that is a candidate for weeding will be placed on designated "Weeding" carts.
3. The Director will meet with faculty in their areas of subject matter expertise, as needed, to make sure removal of material(s) will not inhibit fulfillment of the curricular mission of the college.
4. The Director will make the final decision as to material disposition and will notify the Cataloger, who will deaccession the volumes as follows:

- a. Delete or correct the bibliographic and item records
 - b. Withdraw the titles and volumes from the collection statistics
 - c. Update the “withdrawn” spreadsheet with title, ISBN, author, call number
5. Weeded items will be boxed and labeled for removal.
 6. Discarded materials will be offered to library patrons via a ‘Free’ table, donated to local Friends of the Library groups, recycled, or otherwise discarded.

Further Information

Director of Library and Learning Commons

(541) 506-6085

tstanek@cgcc.edu

References

1. CGCC Administrative Rule _____ - Weeding
2. CGCC Administrative Rule 040.014.000 - Collection Development