Earl K. Long Library
Weeding Policy

Weeding, the process of withdrawing items from the library, is essential to the maintenance of a relevant and usable collection. In order to make room for new acquisitions and to ensure that valued materials are appropriately stored and accessible, irrelevant, obsolete, and badly deteriorated materials should be removed from the collection.

The Library may remove and withdraw monographs and any other materials (e.g., non-book print items, manuscript materials, photographs, CDs, DVDs, and electronic resources) based on the criteria set forth in the Collection Development Policy.

Each subject specialist shall review, evaluate and weed his/her collection areas on a regular basis, using the following guidelines:

- **Curriculum needs** in the subject specialist’s area(s).
- **Frequency of use.** Circulation and other statistics may be examined. Items that are not in demand may be eligible for weeding.
- **Currency of information** contained in an item. The importance of this factor will vary with the discipline.
- Existence of **multiple copies** of the same title and edition, especially of low use items. These may be weeded. However, the recognized importance of a work, edition, and author may encourage a decision for retaining.
- **Superseded works**, especially ones with little historical importance, may be weeded.
- **Physical condition** of an item or set. Materials that are badly deteriorated or missing key parts may be withdrawn at the discretion of the subject specialist. Rare materials that fall within the Library’s collection guidelines may be transferred to Special Collections in accordance with that department’s acceptance criteria. Damaged items may be replaced if they are available for purchase as new or used items in good condition.
- Materials available in **other formats** in the library or online may be weeded, especially when they are low use and not rare.

Extra consideration should be given to keeping books that include a gift plate, though there is no mandate to do so.

Electronic resources, including e-books, will be considered for withdrawal when continuing access fees are not justified by the amount of use.

Aside from the routine weeding described above, other weeding projects may be undertaken for specific purposes. The role of subject specialists in such projects will be determined in consultation with them and other staff as necessary.