Ivy Tech Community College of Indiana

POLICY TITLE
Maintenance of the Collection

POLICY NUMBER
4.10 (Formerly APPM 12.2)

PRIMARY RESPONSIBILITY
Library Services and Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Created October 1996/Revised February 2008; April 2012/Effective April 2012

PURPOSE
In order to maintain the quality of the College library, it is important to review periodically the collection for currency of content and physical condition. This evaluation assures that the current collection reflects past and present collection development efforts.

ORGANIZATIONAL SCOPE OR AUDIENCE
All College Libraries

DEFINITIONS
Weeding: A decision-making process by which judgments are made to retain, store, or remove items in the library collection. (Other terms include: de-selection, discarding, and reverse selection.)

POLICY
Collections will be evaluated periodically in regards to replacement of lost and damaged resources and weeding of the collection.

PROCEDURE
A. Replacement of Lost and Damaged Information Resources
   Lost or damaged materials will not automatically be replaced. The merit of the information resource must be considered with current need of the library before replacement copies are authorized.

B. Weeding
   The library’s commitment to the mission statement of the institution requires maintaining a Library collection of the highest quality. De-selection or weeding is an essential, on-going library routine, in which unneeded information resources are removed permanently from the library collection. It is fundamentally different from transferring items to remote storage from a circulating collection. Examples of unneeded information resources which might be targeted for withdrawal include multiple copies, badly damaged or deteriorated books, out of date or
unused information resources, broken runs of dated periodicals, and obsolete media materials.

The American Library Association’s Small Libraries Project offers the following reasons for weeding a collection:
1. To utilize in the best and most economical way the available space in the library, relying on other sources such as the nearest city library or the county, regional, or state library for those little used materials which would crowd shelves or strain budgets.
2. To give the library a reputation for reliability.
3. To remove an outward illusion of a well-stocked library in the eyes of those who do not use it and may oppose your appeals for a better book budget.
4. To give the library a fresh inviting appearance.
5. To have a collection that is up-to-date.
6. To find books which need repair, rebinding, or replacing.
7. To be able to give the best possible service through a collection of information resources of quality.

An annual weeding of the collection would not be out of order, but a complete weeding every 3 or 4 years is imperative. The persons who do the best job of weeding the collection are those who thoroughly understand the College’s curriculum and the existing collections.

REFERENCES
American Library Association: www.ala.org

RESOURCE PERSON
Regional Library Directors, Vice Chancellor for Academic Affairs