POLICY TITLE
Print Materials Weeding for the School of Nursing and School of Health Sciences

POLICY NUMBER
4.11 (Formerly APPM 12.4)

PRIMARY RESPONSIBILITY
Library Services and Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Created September, 1997/Revised February, 2008; October 2010; April 2012/Effective April 2012

PURPOSE
Because currency is critical in the health care field, the following guidelines have been developed for the maintenance and weeding of print materials for the health related programs.

ORGANIZATIONAL SCOPE OR AUDIENCE
School of Nursing and School of Health Sciences

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
The regional library directors and campus library coordinators will, with the assistance of the School of Nursing and the School of Health Sciences faculty, periodically review program collections, using weeding guidelines below, for currency and relevance.

PROCEDURE
1. Weeding Guidelines

Level One: It is suggested that the following areas of nursing be subject to a weeding guideline from five to seven years: nursing clinical procedures, current nursing trends, and legal and ethical issues. Periodicals are usually kept only five years.

For the library serving the PN program, the subjects which need to be current within this time limit are: nursing fundamentals, pharmacology, adult health nursing, obstetric nursing, maternal-child health nursing, geriatric nursing, mental health concepts and nutrition.
The ASN program, with the additional subjects of psychiatric nursing and advanced levels of the nursing topics listed above, would be governed by this five-to-seven year guideline.

Materials for other health and human services, School of Health Sciences programs would be treated similarly, dependent upon their standards.

Faculty input may assist in these decisions for Level One materials.

Exception A: Some materials need to be weeded sooner than five years due to frequent change in data. Those formats requiring the most recent edition include: study guides, examination review books, laboratory guides, drug manuals and nursing care plans. Also, new developments in some subjects will warrant a change in materials that include new information, such as immunology, and nutrition, etc.

Exception B: On the other hand, some materials may be kept longer than the suggested time limit before weeding. These are titles not yet superseded by newer editions, having no suitable substitute in a different and more recent title, and for which there has been no recent change in the area.

Level Two: Includes broader health-related, medical, and social and behavioral science areas that are to be evaluated less strictly and on merits beyond date. These include materials on psycho/social problems such as alcoholism, general disease information, etc., provided the title is not clinical treatment-oriented.

Additional criteria to be considered here are: content of the subject, circulation usage, replacement availability, and cost. Based on all these factors for Level Two, a decision to keep the book might still be made, if weeding it would leave insufficient material on the subject in the collection.

Level Three: Included are those books that rarely experience great change and may be kept longer. Primarily these would be the physical and biological sciences that nursing students should learn, such as: anatomy and physiology, microbiology, chemistry, and physics.

“Classic nursing works” may be preserved. In addition, nursing biographies and historical reviews are not subject to the currency guideline. Having a representative selection of these subjects of reasonable age is the primary criterion for Level Three.

2. Other Considerations

Identifying Older Materials: This is considered an optional step. Those libraries that desire to further identify older books they have chosen to keep beyond the time limit of seven years, due to other criteria besides date, can choose to develop their own system.
**Frequency:** It is recommended that for the nursing and health and human services other School of Health Sciences programs that the weeding be done annually, or every two years at a minimum.

**Faculty Involvement:** It is recommended that each campus have a library nursing committee composed of the librarian and one or more nursing and allied health faculty members appointed from each program. Faculty can assist in the content evaluation of older books being considered for weeding, alert the librarian to topics undergoing recent change, and assist with new book selections.

**REFERENCES**

**RESOURCE PERSON**
Regional Library Directors, Vice Chancellor for Academic Affairs